Center for Educational Performance and Information (CEPI)

Educational Entity Master (EEM)

Training Manual

Questions?

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MODULE 1 Educational Entity Master (EEM)

Introduction

The EEM contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems.

The data maintained in the EEM are used for mandated data submissions to the State and Federal government and are critical to meeting State and Federal requirements. There are numerous systems across multiple State agencies that interface with the EEM. It is the link that ties several other data sets together.

The EEM will take over the functions of the School Code Master (SCM) while also providing the following improvements:

- Ability to support all current school configurations while flexibly integrating emerging teaching/learning/administrative "school structures." These include shared educational entities, virtual campuses, and new entities that provide early childhood through post-secondary educational services.
- Provide automated services to State educational data systems and allow 24/7 user access.
- System flexibility so that the State can make changes to the system quickly and easily in response to changes in Federal and State reporting requirements.

The following is a summary of the most common EEM user roles. More specific information regarding roles and associated functions can be found in **Appendix A**:

• State Administrator

State Administrator has "Super User Authority." This role can amend and approve data for all entities, add new entity types, and add new characteristics.

• State Approver

State Approver has authorized user ability at the State level for certain segments of data (e.g., all nonpublic entities, all Public School Academy entities). State Approvers may approve or decline requests from Entity Authorized Users. State Approvers may also add or close entities or modify these data.

• Entity Authorized Users

Authorized Users for an entity can amend data for their assigned entities and submit requests for changes to their entity data. They can also submit requests to add or close entities within the range of permission granted to them.

• Public Users

Public Users can search entities, read data and download reports.

Center for Educational Performance and Information (CEPI) Customer Support

CEPI Customer Support Services are provided for EEM users. CEPI Customer Support personnel will edit/add/remove users in the system and reset passwords. CEPI support personnel will have read-only access to any function, data, and search capabilities synonymous with the State Administrator. This includes viewing deactivated entity types, entity characteristics and audit trail history. Customer Support staff will be able to enter and save data for a user when accessing the user's role (e.g., if user's computer is broken and there is a need to enter data and save the changes immediately).

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UNIT 1 Getting Started

Introduction

Business processes in the EEM have not changed significantly. However, there are new screen layouts which will aid in the collection of required information. The system screens have been redesigned so that the system can be easily used to meet State and Federal reporting requirements.

This unit will focus on logging in to the system and navigating through the EEM Home page. It will also focus on how to use the online Help system, which has many new features. One of these features is that the online Help will provide step-by-step instructions on each screen. Another feature is a Reference section which contains links to additional reference materials.

Below is a roadmap to demonstrate the order of the screens.



Log In to EEM



To upgrade to the most recent version of Internet Explorer, click on: http://www.micros oft.com/windows/i e/default.asp.



If, after logging in, Logout is not displayed, and Log in is, then the system timed the session out and reverted access back to that of a Public User. This is also displayed in the **Profile Name** on the EEM Home screen.

Discussion

EEM will work with Internet Explorer 6.0, but works best with Internet Explorer 7.0. The application also works with Firefox 1.0 at the minimum, with 2.0 providing better functionality. The application may work with other browsers as well, but functionality is not guaranteed. Internet Explorer is the preferred browser for all CEPI applications.

Access to the EEM is available to all user roles and the general public. The general public does not need to log in to access the EEM application, however, information and functionality is limited.

The navigational menu on the left side of all screens is based on roles assigned by the State Administrator. This means that not everyone will see the same menus. Login sessions are time-sensitive and if there is no activity within 20 minutes of screen use, the system will cancel the login and revert to Public User status with limited access.

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Procedures

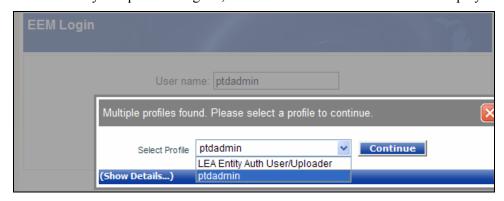
- 1. Open your Internet browser and type the State of Michigan Single Sign On address into the browser's address bar.
- 2. Press the arrow (on the address bar or *Enter* (on the keyboard).
- 3. Please see **Appendix D** for more information regarding EEM Login.

Profiles and Roles

Discussion

Depending on the user's task, profiles can be changed at Login. Profiles are established and maintained by the State Administrator. Profiles allow flexibility in the system so that users can change roles as needed. This flexibility allows users to maintain the EEM, for example, with one profile, while performing uploads for an ISD with another. Not all roles will have more than one profile.

If there is only one profile assigned, the Profile selection screen will not display.





Tip

The profile being used is displayed

on the blue title bar. Login sessions are valid for up to 20 minutes of nonactivity.

To change the profile during a login session, click the **Profile name** in the blue heading and then select the appropriate role.



Procedures

1. The option to see the details of the different roles is the **Show Details...** link.

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- 2. Select the applicable *Profile* from the dropdown list.
- 3. Click the **Continue** button.

Changing the Profile Default

⇔ Discussion

If one profile is used more than often than others, this profile can be set as the default. This is done under the Manage section of the EEM.

Procedures

- 1. Click My Profiles under the Manage section in the menu navigation.
- 2. Choose the applicable *Profile*.
- 3. Click **Continue**. At the next login session, this profile will display first.

Navigating the EEM Home Page

Discussion

The EEM home page 'look' changes per each user role. Public users have access to this page but with limited functionality. Various links and menus available on the EEM home page help you navigate through the Web pages.

Page Links



<u>Michigan.gov Home</u> - Displays the official Web page of the State of Michigan.

CEPI Home - Displays CEPI's home page.

User Guide - Opens the Training Manual displayed in PDF printable format.

<u>Help</u> - Opens the help system for EEM screens. More information concerning help is available in this manual.

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If you arrive on any of the pages mistakenly you can use your browser's **back** button to return to the EEM. <u>Contact CEPI</u> - This link opens a page of information to contact CEPI which includes the help desk phone number and email address.

<u>Logout</u> - Ends current login status. The EEM will still display but the Profile will revert to Public user.

Michigan.gov Home | Educational Entity Master Home | Login | Log Off | Help | About Us | Contact CEP|
State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy

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In addition to the links at the top of the EEM home page there are links available at the bottom of the page. These include:

Educational Entity Master Home - Home Page.

<u>Login/Log Off</u> - Returns you to the top of the page where the Login button and Log Off link are located.

About Us - This link will take you to the CEPI home page.

<u>State Web Sites</u> - State of Michigan Web page that contains links to State of Michigan Web sites.

<u>Accessibility Policy</u> - State of Michigan Web page with information concerning the State's Accessibility Policy.

<u>Privacy Policy</u> - State of Michigan Web page with information concerning the State's Privacy Policy.

<u>Link Policy</u> - State of Michigan Web page with information concerning the State's Terms of Use and Linking Policy.

Security Policy - State of Michigan Web page with information concerning the State's Security Policy.

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What's New

Discussion

A list of news items will appear on the Home page under the What's New section. Updates, not viewable by the public, can only be accessed after the user has successfully logged in to the EEM application.



Tip

You can scroll through the What's New items as they appear on the page or you can press the View All button to view an expanded version.



From the <u>View All</u> screen, to return to the original What's New format you can press the **Go Back** button at the bottom of the page.

Procedures

- 1. What's New will appear upon accessing the EEM home page.
- 2. The information available will be based on user role.

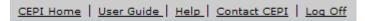
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Using EEM Help

Screen Level

Discussion

In the EEM system, there are multiple ways to access help. On every screen, help is available in the form of a Help window that dynamically changes as the screen changes. This is called the EEM Online Help or simply Help. The <u>Help</u> link is available at the top of all screens.



Steps

Shows detailed step-by-step instructions for using the displayed screen for its main function. This tab also includes how to use optional screens.



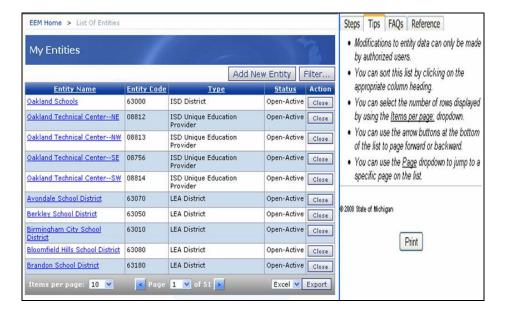
Tips

This tab offers screen shortcuts and is geared to help streamline processes. Tips will also help caution against common mistakes.

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Text underlined with a dotted line in the Help indicates that more information is available. Click the text to open the additional information.



FAQs

Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.



<u>Tip</u>

Use the **Print** button in the Help window to Print the information.

Reference

Contains links to reference material including the training manual, data field descriptions, and other useful information.

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Procedures

- 1. Click the <u>Help</u> link found in the upper right corner of the screen. This will open a new browser window containing the Help system.
- 2. Click on the tab heading for the desired information.
- 3. To close the Help window click the icon in the upper right corner of the screen.

Characteristic Level

Discussion

Characteristic Level Help is available to provide information related to any characteristic. A question mark icon displayed to the right of each characteristic leads to more detailed instructions. This level of Help is only available on the Entity Details screen. (Entity Details is available under the menu item My Entities.)

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Procedures

- 1. Click the question mark icon appearing to the right of any characteristic.
- 2. A window will open describing the field in greater detail. This window will include:
 - The characteristic Label that is used on the screen.
 - The characteristic Name.
 - The characteristic Data Type.
 - A description of the characteristic.
 - Instructions related to the characteristic.
 - Contact information for more help with this characteristic.
 - The permissions that you, as a user, have for working with this characteristic.

Contact Helpdesk

Questions or concerns should be emailed to CEPI customer support at cepi@michigan.gov. Email provides written documentation and allows the quickest and most efficient method for providing a response. If email is not an option, you may contact the Help Desk at (517) 335-0505, Option 3 and a help ticket will be created. In either case, please include your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), email address, and specific question(s).

UNIT 2 Searching the EEM

Introduction

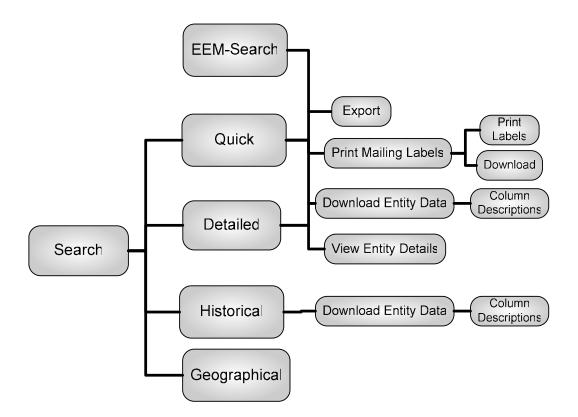
EEM will include fast search functionality for immediate viewing of one or more entities based on user-specified criteria. This is called EEM-Search and is accessed globally at the top of all screens. EEM-Search can be done on an Entity Code or an Entity Name.

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In addition to EEM-Search, there are four kinds of menu searches available. Some searches will allow the use of wildcards and partial data including "begins with" and "contains." Using search parameters narrows the search fields so that responses returned are near matches.



Below is a detailed roadmap showing the various screens available within each search menu.



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EEM-Search

Discussion

EEM-Search is a fast search option if you have entity information that can be used in the search box, including the entity code or entity name. The results returned are that entity or any entity associated with that code.



<u>Tip</u>

At each keystroke the EEM-Search list will populate with probable matches to select.



Procedures

- 1. Enter the entity name or code in the search box in the upper right corner *EEM-Search* box.
- 2. Click the **Go** button.
 - If a complete Entity Code was entered *all* associated entities will be returned. **Example**: Entering 41010 returns all entities associated with that district code.
 - If a partial Entity Code or a partial name was entered, then the system will search for:
 - a) All facilities where either the entity name or the district name contain the search criteria and
 - b) All entities reporting to the matched district entities that contain the search criteria.
- 3. Click the desired option on the <u>Search Result</u> screen.



<u>Tip</u>

If there are no entities that match your criteria you will get a message that says, "The search criteria that was entered returned no results."



Closed entities will also be listed in the Search results, but will be denoted as such. Hover the mouse over the apple symbol for a tool tip.



Entity Codes of more than the standard amount of digits come from MEGS or CNAP.

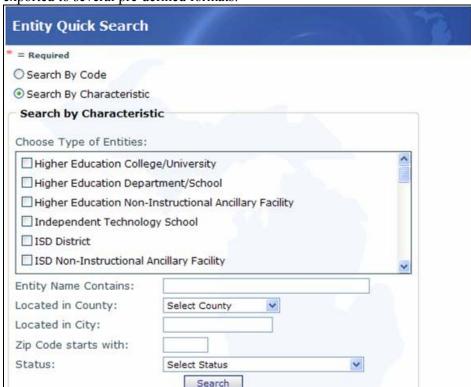
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Search Menu

Entity Quick Search

Discussion

The Entity Quick Search provides specific characteristic search options. If a match is found, the entity details screen will display. If the system returns a list of possible matches, sorting by column heading or using the Filter feature will help narrow the search field. Mailing labels can be printed and the list can also be exported to several pre-defined formats.



<u>Tip</u>

No search parameters are required. Using more criteria will narrow the search field and provide quicker results.



There may be Entity Types that have no data currently. The system was built to address future needs.



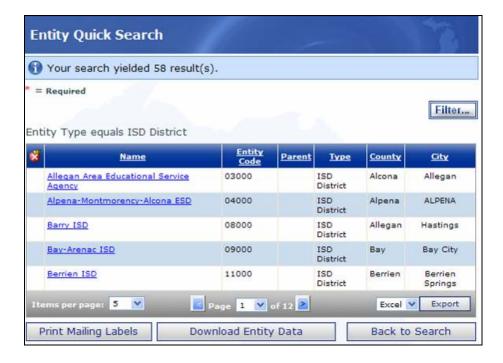
Partial Zip Code may be entered, but the entered digits must be the START of the code.

Procedures

- 1. From the main Search menu click **Quick**.
- 2. Type or select any search criteria (characteristic or code).
- 3. Click the **Submit** button.

Note: All entities associated will be displayed but will be Read-Only unless full authorization has been granted.

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Using the options on the bottom of the page, the Items per page dropdown list limits the number of entities listed on this screen.



You can view the next or previous page or choose a specific page number using the navigational arrows and the **Page** dropdown list.



The **Clear** button will remove the filter and return the list from the initial search.

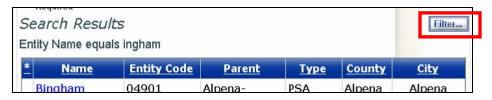
Sort Search Results (Option)

1. Click any of the underlined column headings at the top of the list.

-	<u>Name</u>	Entity Code	<u>Parent</u>	Туре	County	City
100	<u> Bingham</u>	04901	Alpena-	PSA	Alpena	Alpena
1	cademy		Montmorency-	District		

Filter Search Results (Option)

1. Click on the **Filter...** link to filter the search results list.



2. Enter filter criteria.



3. Click the **Filter** button.

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Export Search Results (Option)

1. Use the dropdown list to choose file types.

Excel: Microsoft Excel Spreadsheet

CSV (Comma Separated Values): data characteristics in quotes and separated by commas. Example: "John", "Q", "Public"

XML (Extensible Markup Language): a web language similar to HTML **PDF** (Portable Document Format): unchangeable file that can be read by

Adobe Acrobat Reader.

2. Click the **Export** button.



Note: Choose to *Open* or *Save* the file when the dialog box appears.

Print/Download Mailing Labels (Option)

1. Click the **Print Mailing Labels** button.



- 2. Select the Contact Type(s) on the *Mailing Label* screen.
- 3. Click the **Print** button to print labels directly from the screen.

OR

- 4. Choose a Format from the dropdown list.
- 5. Click **Download** to create a file with the Contact details.

Note: Choose to *Open* or *Save* the file when the dialog box appears.



More information regarding file types is available in the Online Help of the EEM.



The Mailing Labels option is only available from the Quick and Detailed search results.



Multiple Contact Types may be selected.



If a format is not selected for download an error message will be received, "Select a valid format."

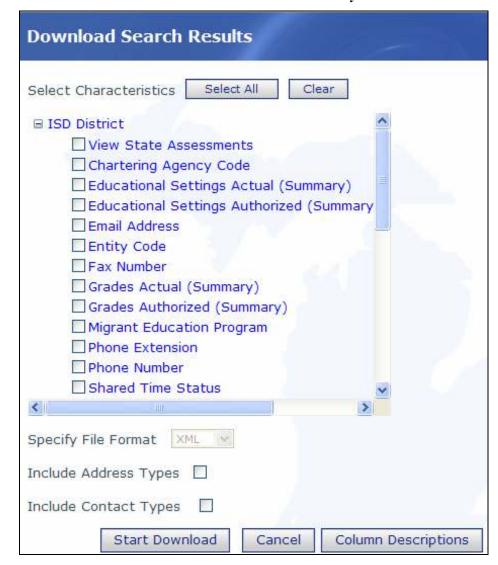


Printed labels are by *default* Avery 5160. The type can be changed per each user's need after downloading.

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Download Entity Data (Option)

1. From the *Search Results* screen click the **Download Entity Data** button.





The plus sign next to the heading can be clicked to show the options. To minimize the list click the minus sign.



More than one characteristic can be selected.



Files downloaded from here cannot be uploaded back into the system as they are not Predefined Data Sets.



Users may wish to view the column descriptions first. This will aid in the process of selecting which characteristics to download.

- 2. Select characteristics to download. (Multiple selections can be made.)
- 3. If Address Types and Contact Types are needed, click the appropriate checkbox.
- 4. Click the **Start Download** button.
- 5. Choose to **Open** or **Save** the file.

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Column Descriptions

Displaying column descriptions is helpful and optional for all users. They provide users with column information details that better explain the column heading.

http://136.181.145.66/EEI	ns - Windows Inter			
Characteristic Name	Characteristic Description			
Accepts Students From	This will be a list of Entity Types that are allowed to submit data to this Entity (e.g., MSDB accepts student data from any ISD District, LEA District, PSA District). This field should only be used with MSD and MSB-LIO records.			
	Data Type	Whole Number (integer)	Default Value	
	Min Length		Max Length	
	Min Value		Max Value	
	Leading Zeros		Unique	True
	Multi Valued	True	Decimal Positions	
Accountable for AYP	Adequate Yearly Progress is reported (or not) for this entity. The data are provided by the state of Michigan.			
	Data Type	Yes / No (or True False, or Boolean)	Default Value	False
	Min Length		Max Length	
	Min Value		Max Value	
	Leading Zeros		Unique	False
	Multi Valued	False	Decimal Positions	
ACT Test Center Code	The six-digit test center code assigned by ACT for the Michigan Merit Exam test center.			
	Data Type	Text (numbers and letters)	Default Value	



Procedures

- 1. Select Characteristics by checking the box to the left of their name.
- 2. Click the Column Descriptions button to view a description of each characteristic, including the data type at the bottom of the page. This list may be exported by choosing a format from the dropdown list and clicking the **Export** button at the bottom of the page.

Detailed Search



Discussion



The Search button is unavailable until at least one search parameter is added to the search grid.

Search parameters can be specified to find an entity on the Detailed Search screen. Many conditions can be added to create complex search criteria. The system only returns results that satisfy all the specified search parameters listed. A characteristic, an operator (meaning a comparison function, such as "equal to") and a value for that particular characteristic must all be identified before the Add Criterion button becomes available. The operator and value list change appropriately for the characteristic chosen. Each Search Parameter will display after it is added. If a parameter specified is not needed, the Remove button can be used to remove only that specific parameter.

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The Help System has a link to the characteristic descriptions on the Reference tab.



If you would like to start a new search click the **Clear** button to clear fields.



After each selection click OFF of the selection field, as this will assist the application in providing reading capability for the blind.



Refer to the Quick Search section for information on the available options, filtering/sorting, and exporting.



To remove search criteria after it is added to the Search Parameters grid, click the **Remove** button.

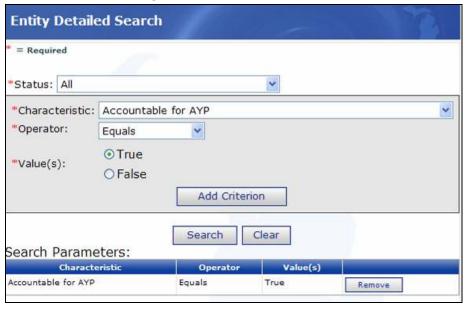


Procedures

- 1. From the main Search menu click **Detailed**.
- 2. Choose the entity **Status**.
- 3. Enter search criteria that will help narrow the search. (Example: *Characteristic* Common Name Operator Starts with Value Holt).
- 4. Click the **Add** button.

Note: Each set of selected search criteria will be viewable under the Search Parameters area. Additional parameters will narrow the search field but caution should be used as 'all' parameters are used.

Values change based on the 'Characteristic' selected



5. Click the **Search** button.

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Historical Search



Discussion



If there are no entities that match your criteria you will get a message that says, "The search criteria that was entered returned no results."



An error message will display for anything earlier than the EEM deployment date.



To remove search criteria, click the **Remove** button to the right of its name



Refer to the Quick Search section for a detailed explanation on using the Filter and Download Entity Data buttons. The details of an entity will change over time. Sometimes historical information is needed regarding entities. The Historical Search feature helps to find past entity data since the time of the system deployment. This information is useful to find name changes, address changes, and administrator changes. The process to use this feature is similar to the Detailed Search function. At least one characteristic, operator and a value parameter has to be added to the Search Parameter list. The Mailing Labels option is not available from a Historical search.

Characteristics tracked in the past, but not currently being used may be listed. Results for closed entities will appear if they were previously entered into the School Code Master (SCM). Functionality for the links displayed is based on user role. Public users will have limited availability.



Procedures

- 1. From the main Search menu click **Historical**.
- 2. Type the date or use the calendar option to select a date.
- 3. Enter any search criteria that you would like the entity to meet by selecting the characteristic, Operator, and Value. (Example: State equals MI)
- 4. Click the **Add Criterion** button to add the criteria.
- 5. Click the **Search** button.



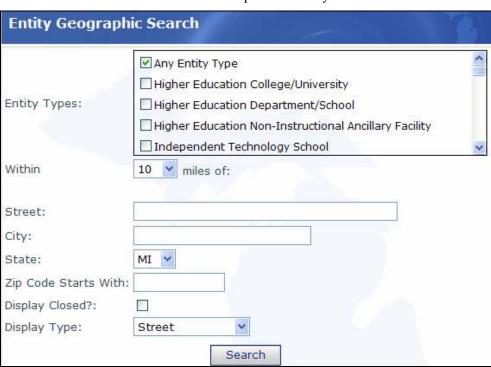
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Geographical Search

Discussion

The Geographical Search uses Center for Geographical Information (CGI) coordinates to find all of the entities within a particular area. This information is based on the latest updates to the CGI and to the EEM.

Districts are based on boundary lines established by the county at the date of system deployment and will be updated periodically. Questions regarding district boundaries should be addressed to the respective county office.





Note: This information is based on the most current information available to the CGI. You may want to contact an entity to make sure the information on record is still correct. Information is expected to be accurate within 50 feet of an address, but will not be exact.



If there are no entities that match your criteria you will get a message that says, "The search criteria that was entered returned no results."



Procedures

- 1. Using the Menu on the left click **Search**.
- 2. Choose **Geographical** from the list of expanded options.
- 3. Click the checkbox for the Entity Type.
- 4. Select the 'Within' distance from the dropdown list.
- 5. Enter any Michigan Address.
- 6. Click Search.

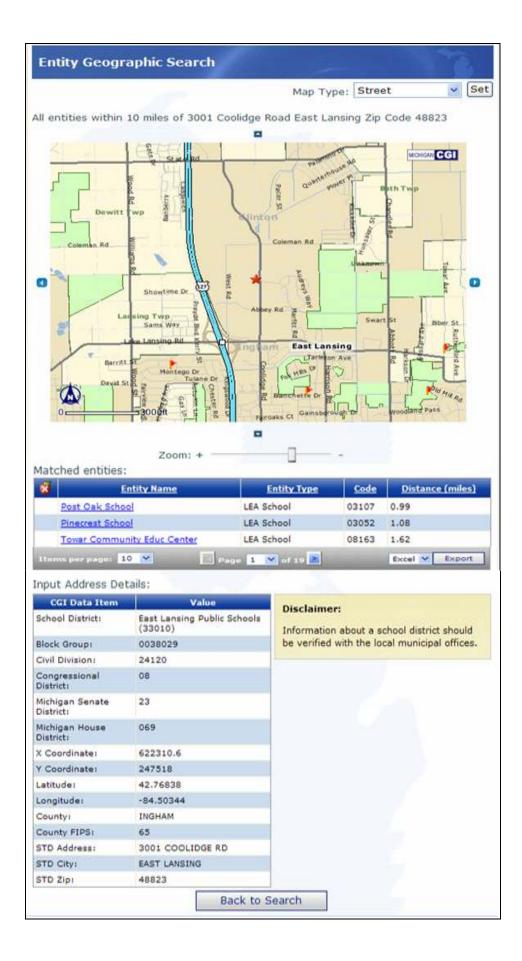
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Use the slider below the map to zoom in or out.



Hover over a flag to view entity name and address. Click on a flag to view more entity details. The star indicates the address that was searched on.



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MODULE 2 Maintaining the EEM

Introduction

The main information collection screen for entities is the Entity Maintenance screen. This screen is only accessible by authenticated users of EEM responsible for maintaining entity data. Some users may only be able to update data for existing entities, whereas others may be able to request addition and closure of entities, based on the set of roles within the active profile of the user. Similarly, the screen will only include entities within the active profile of the user.

Unlike Data Maintainers, Authorized Users may request the addition and closure of entities. This also includes modifications and updates to entity data. All requests to add/close entities and modify designated data items (characteristics) are sent to the State Approver for approval. However, not all modifications require state approval. Some modifications result in immediate updates. The status of the request can be viewed by accessing the "Transactions" menu option. An email message will be sent to the requestor if the request for modification, addition, or closure is denied.

Also included in this section are the Task List and Transaction List for each authenticated user. The last section details Entity History.



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UNIT 1 My Entity Data

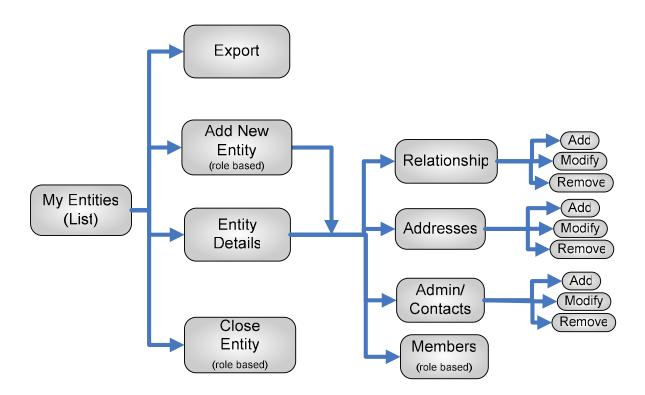
Introduction

Only the data for entities which reside in the user's active profile defined by the State Administrator will be editable. For example, public users will not have authorization to change or add data for ISDs. While access to entities is based on roles, maintaining data within entities is also based on profiles. Some users only have access to modify or add certain entity characteristics. The Add and Close Entity options are only available to the local authorized users, State Administrators and State Approvers.

If there are multiple entities within a profile, the list may be filtered or sorted. Steps to do this are provided in this unit. These lists can also be exported with several formats available. However, the differing data types and the system the user is accessing the EEM from may limit what formats are available to the user. Since this will be different for all users, exporting will be discussed in general but the online Help system will provide more detailed information on this system feature.

Current information regarding entity types, user roles and functions is also available in the online Help section of the EEM.

The EEM navigational path to reach the Entity Maintenance screen is based on the entity type selected. The My Entities list screen can be found under the main menu My Entities. Its submenu expands and contracts when clicked.



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My Entities

Discussion

Entity names and information are displayed in the list based on user profile. Some users will have a longer list than others. For this reason, filters or sorts have been added to the functionality of the system to aid in the search process, if needed.



Procedures

- 1. Click **List of Entities** in the left navigation area, under *My Entities*.
- 2. Once the list is displayed, click the entity <u>name link</u> to display the details of that entity.

Sort (Option)

⇔ Discussion

The list of entities displayed can be sorted by Entity Name, Entity Code or Entity Type allowing for fast system retrieval. The number of entities displayed on each page can be limited to quantities of 5.



Procedures

1. To sort the list, click on any of the underlined column headings.

Entity Name	Entity Code	<u>Түре</u>	<u>Status</u>	Action
Oakland Schools	63000	ISD District	Open-Active	Close



Modifications to entity data can only be made by authorized users for that entity.



A screen display of the navigation area is available on the first page of this Module.

Navigation includes viewing more or less items per page and moving through the pages of items. For example, if 100 entities are listed from the search process, and 10 items per page was selected, use the Forward arrow late to move to items 11-20 of the 100 results.



After the first sort an arrow will appear in the sort header showing whether the sort is ascending or descending.

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2. If needed, use the <u>Items per page</u> dropdown list to select the desired number of entities to be viewed on one page.



For more information on using Filtering and sorting, see the online **Help** system.



You can enter filter criteria for both *Status* and *Entity Type* or enter either one alone.



To return to the list of entities without filtering, click the **Clear** button.

Filter (Option)

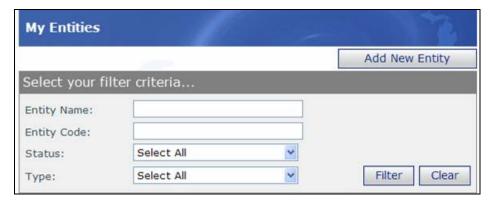
Discussion

If the search list is extensive another option is the Filter feature. Filtering is used to help narrow the list displayed. A pre-defined set of values from which to choose is displayed on the Filtering screen.

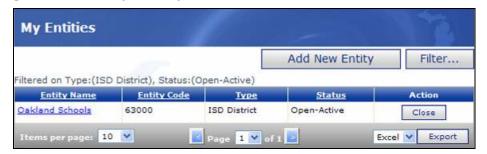


Procedures

- 1. On the *My Entities* screen click the **Filter...** button.
- 2. From the dropdown lists displayed enter your search criteria such as **Status** and **Entity Type**.
- 3. Click the **Filter** button.



Sample screen showing resulting list with chosen filter criteria.



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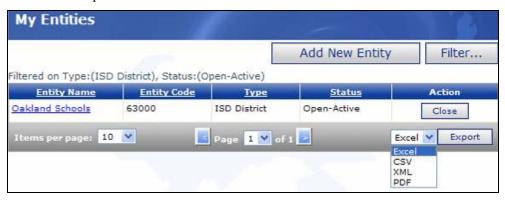
Export

G-C

Discussion

Another option is to export the Entity List. Entity lists can be exported in various formats. Excel and CSV allow the data to be manually manipulated. PDF format is a read-only printer friendly output. XML output can be processed by other applications such as MS Access or other business applications that can accept structured data in XML format. From the chosen format, business application queries can be run.

The IT department uses XML more frequently as a programming language than the average user. This format lays out the schema, or column heading, and then lists each record exported.







Procedures

- 1. Choose the export format from the dropdown list
- 2. Click the **Export** button.

Maintain My Entity Data



Discussion

After an entity is selected from the My Entities list, updates can be made to existing information while in <u>edit mode</u>. Some changes need State approval while other changes are immediate. The <u>sample</u> screen shows all entities types. Screen functionality (editable fields and buttons) is based on individual user roles. The **Printer Friendly** button will print this screen while the **Authorized Users List** button will give a report of this entity's authorized users.

If there are outstanding deferred transactions, the request will display in red.

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Characteristic changes requiring State approval will be denoted on the screen.



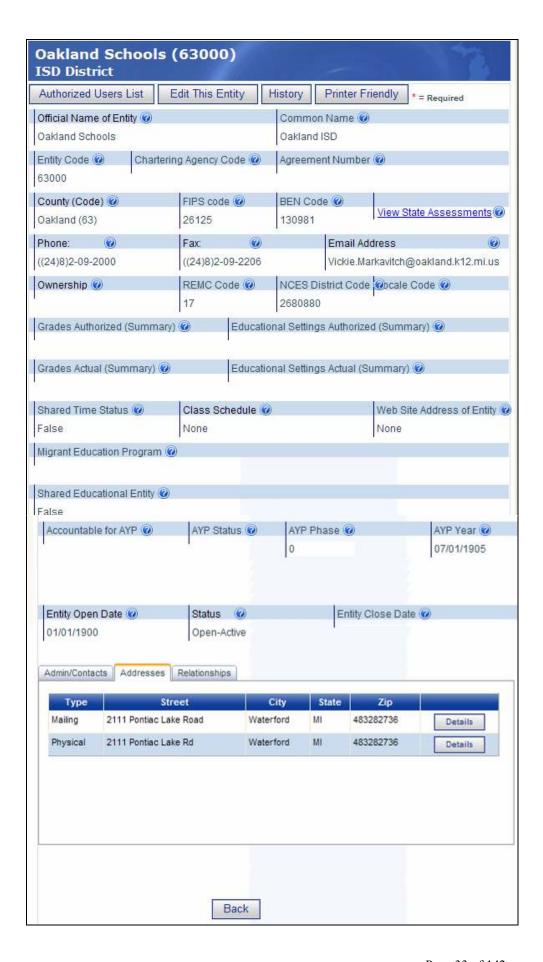
Problems related to printing could arise from the browser's pop up blocker. The blocker will need to be turned off to complete the printing process.



Click the for characteristic level help.



See the end of this unit for <u>additional</u> functionality such as the **Grades** and **Educational Settings** buttons.



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Procedures

Tip .

If the incorrect entity type was used upon creation of this entity, click the **Change Entity Type** button to make appropriate changes



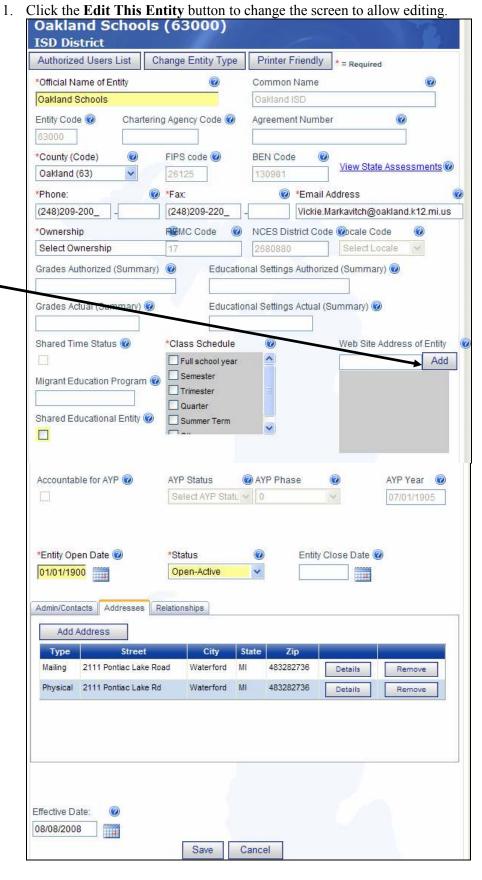
Be sure to click the Add button after entering information in specific characteristic fields. The information entered will then display in the box below the entry field.



Some characteristics may allow the addition/ selection of multiple values.



Click each tab and then each 'Add ...' button to enter relationships, addresses, contacts, and/or members as needed. Remember information is read-only unless you have authorization and are in the Edit mode.



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If you would like to reset the form, click the Cancel button and begin again from the Entities List screen

- 2. Update information as needed and for which permissions or authorization has been granted.
- 3. Enter the Effective Date. (MM/DD/YYYY)
- 4. Click the **Save** button.

Add/Modify/Remove

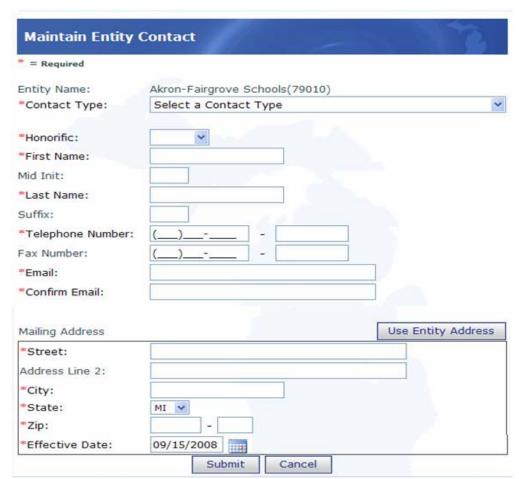
Discussion

Modifying Admin/Contacts, Addresses, Relationships, and/or Members is done on each individual tab. Once entity data is removed, it cannot be retrieved. It is not deleted, but merely end dated and becomes part of the Entity History. Access for each of these tabs is role specific.

Admin/Contacts

Discussion

Entities must have a minimum of one contact. There could be multiple contacts for the same Contact Type. Not all Contact Types may be applicable to all Entity Types. The Entity Type Template determines which Contact Types can be specified for an Entity. All fields are required for Public schools. Non-public schools have fewer requirements. Required fields will be denoted and based on user role.





Titles should be selected, if known, such as Dr., Sr., Rev., Col., LtCol., Mrs., Ms., Mr., Miss, Fr., Br. etcetera.



Dates can be typed directly into the field or click the calendar and choose the date.



Click the Use Entity Address to copy the address already in the system.

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Procedures

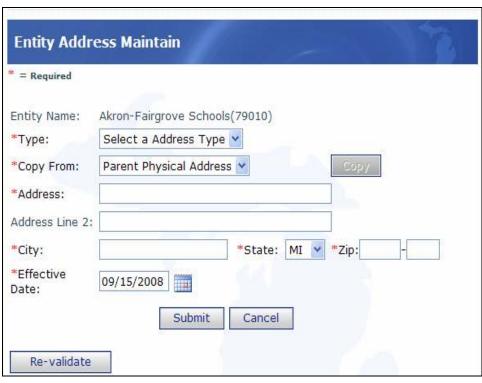
- 1. Click the **Edit this Entity** button at the top of the **Entity** screen.
- 2. Click the **Add Contact** button on the *Admin/Contact* tab to add a contact or click the **Details** button to modify the contact information.
- 3. Enter or modify information as needed.
- 4. Click the **Submit** button to add the contact information and return to the Entity Details screen.

Add Addresses

& Discussion

Procedures

Entities may have a physical address and other additional addresses, for example: mailing, shipping, etcetera, depending upon the address types permissible for the type of entity. One address for each permissible address type can be specified for an entity. If there is more than one address, submit (add) each one separately. Physical addresses will be validated against the Center for Geographical Information (CGI). The authorized user may be given choices of addresses when typing this. The user may choose one or, if none of the choices are correct, choose to use the one typed.



the Details button to update address information. 3. Fill in the address details and click the **Submit** button to add the address to the

1. Click the **Edit this Entity** button at the top of the Entity screen.

list and return to the Entity Details screen.

2. Click the **Add Address** button on the *Addresses* tab to add an address or click



If the entire zip code is known, 5+4 digits, it should be entered.



Click the Copy
From Parent
button to populate
the fields from a
known parent
entity. The address
of the immediate
parent entity based
on the "Belongs
Within"
relationship will be
used.



Details of a submitted address shows a map and CGI information. Push the Revalidate button to validate new address information with CGI.



When CGI has two different values for the same address. the user will need to Select one. When select is clicked, that particular address will become the standard address for the entity, unless the user wishes to retain a different address. The map will be presented using the

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selected address.

Tip

Relationships are

established by the

Administrator. Not all entities will

have relationship information.

Tip
The relationship that forms the hierarchy (e.g., relationship between a school and a district, or a district and an ISD) cannot be removed as it will break the hierarchy.

State

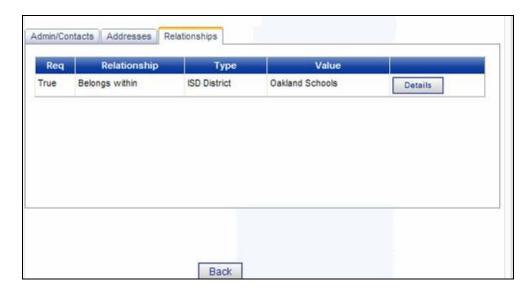
4. Click **Refresh Map** to display the address options to select.

	Street Address	City	Zip Code	X coordinate	Y coordinate
Select	2111 PONTIAC LAKE RD	WATERFORD	48328	718879.8	236878
Select	2111 PONTIAC LAKE RD	WATERFORD	48328	718919.3	236821.8

Add Relationships

⇔ Discussion

Entities can relate to other entities in many ways. Some of these relationships include 'belongs within,' and 'is a part of.' Certain values must be limited. If an LEA school is part of an LEA school (a separate campus), "is a part of' can be allowed. But "belongs within" is the hierarchy. This functionality is reserved for State users.



Procedures

- 1. Click the **Edit this Entity** button at the top of the Entity screen.
- 2. Click the **Details** button on the *Relationships* tab.
- 3. View the Entity information.
- 4. Click the **Back** button to return to the previous screen.



The local authorized user

must understand that the first

scenario is not "belongs to," but

"is part of."

The "Members" tab will ONLY show if the entity is identified as a Shared Educational Entity.

Add Members

€ Discussion

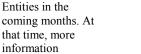
A Shared Educational Entity (SEE) is a School or Unique Education Provider wherein more than one district has formed a business relationship with other districts to offer educational services (for example, alternative education). This does not refer to all school district consortia, but rather educational entities that are combined for educational purposes.

This function is an extremely limited option and only available if the entity has been flagged as a Shared Educational Entity by an authorized user. It allows other types of entities to be added as members of the 'Shared Educational Entity' which entitles the members to send their students to the SEE for services. This

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facilitates the Student Data System to allow students of the member entities to be reported against the SEE entity.





<u>Tip</u>
The sample shows

the International

Academy and all send students to it.

State of Michigan

information about Shared Educational

schools will be

receiving more

regarding

provided.

registration as a Shared Educational Entity will be

Academy. The members listed are

part of the



Procedures

1. View entity information and then click the Back button.

Other Functionality



Discussion

The EEM is role-based which means other functionality on the Entity Details screen may be buttons such as **Grades** and **Educational Settings**.



The sample screen is accessed by clicking the **Grades** button.



Authorized must first be checked before Actual Instructed.

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The sample screen is accessed by clicking the Educational Setting button.

Grade Name	Short Name	Authorized	Actual Instructed
Retention K Full Day	RetK		
Retention K Part Day	RetK-Part		
Kindergarten Full Day	кв	✓	▽
Kindergarten half-day	KG-Part	₩	✓
First Grade	1	✓	✓
Second Grade	2	▽	₩
Third Grade	3	₩	✓
Fourth Grade	4	✓	▽
Fifth Grade	5	▽	▽
Sixth Grade	6		
Seventh Grade	7		
Eighth Grade	8		
Ninth Grade	9		
Tenth Grade	10	8	
Eleventh Grade	11		
Twelfth Grade	12		П

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Educational Setting Name	Short Name	Authorized	Actua
General Education	GenEd		
Pre-Kindergarten	PK		
Alternative Education	Alt		
Special Education	20		
Special Education Center Program			
Adult Education	14		
Licensed Boarding School			
Delinquent Institution	D		
Neglected Institution	N		
Residential Child Care Institution (RCCI) or Youth Home			
Juvenile Detention Facility			
Middle/Early College			
Virtual School			
Non-School Child Nutrition Sponsor			
Independent Private Grantee			
Locked-down school			
School-based Health Center			
Family Resource Center			
Schools of Choice Offered			
Faith-based Institution			



Procedures

- 1. Click the (desired button) on the *Entity Details* screen.
- 2. Click to activate each applicable box.
- 3. Click Save.

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Close an Entity

& Discussion

An authorized user of the EEM may request an entity closure. This request is submitted to the State Approver. If approved after the scheduled Close Date, entity is automatically closed. If declined, the user will receive an email stating the reasons for decline. If approved before the Close Date, the request is placed in the Pending Approval queue. Approval of requests is a function of the State Approvers.

EARLY APPROVAL

If the approval happens earlier than the Close Date, the request remains under 'Approved' status on the <u>Transactions</u> screen and the Entity Status will be 'Close-Pending'. The user needs to manually change the status to 'Closed' prior to the Close Date.

If the Close request has been approved, periodic email reminders to change the status will be sent, beginning 9 days prior to the scheduled Close Date. If no action is taken, an email will be sent to the approving authority at the State for further manual follow-up. The entity will not be closed until the status is manually changed by the authorized user.





Dates entered can be past dates.



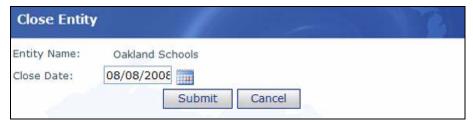
If you do not wish to Close an entity, or have come to this screen in error, click the **Cancel** button.



The Close Date can be typed directly into the Close Date field or the calendar can be used. To use the calendar, click on it, then click the Close Date.



- 1. Use *My Entities List* to find the entity to request a closure.
- 2. Click the **Close** button to the right of the entity name.
- 3. Select a <u>Close Status</u> for the requested closing. Close Status includes:



- 4. Enter a date for which the entity close is requested.
- 5. Click the **Submit** button to send the request to the State Approver.

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Add New Entity

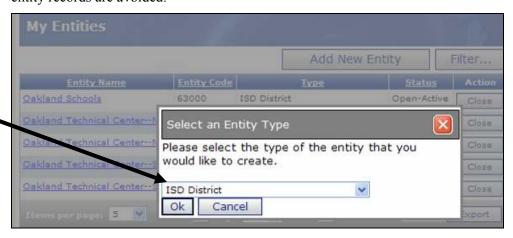
Discussion

From time to time a new entity needs to be added in the system. Prior to adding, a complete search should be done. Careful attention should be paid so that duplicate entity records are avoided.





If you do not wish to Add an entity, or have come to this screen in error, click the Cancel button.



Procedures

1. From the My Entities screen click the Add New Entity button.



- 2. Using the dropdown list select an entity type. (Because the list may be long, use the scrollbar to the right of the Entity Type list.)
- 3. Click Ok.
- 4. Enter entity information on the Add New Entity screen.

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UNIT 2 Tasks/Transactions/Entity History

Introduction

Tasks, Transactions and Entity History are other functions available under My Entities. The Tasks screen lists entities where the physical address needs to be manually reviewed, as the latest run of the batch process for validating addresses against the Center for Geographical Information (CGI) produced multiple probable matches. Other tasks listed will be Confirm Entity Open and Confirm Entity Close. The Transactions screen lists submitted transactions and their status. The Entity History screen displays change history for entities.



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Tasks

⊕ Discussion

Periodically (throughout the year) physical addresses of entities are validated against the CGI database so that addresses can be standardized. This CGI validation may flag some entities for which the address in the EEM matched more than one address in CGI (multiple probable matches), requiring a manual review of the probable matches. Entities with probable address matches are listed on this screen.

Once entity data is submitted, the system validates the data. If errors are encountered the Task List is populated with that information. information must be corrected and resubmitted for approval. CGI also needs to know if CGI information is correct or outdated. The address entered can be accepted over the address CGI has suggested.

If a user opens or closes an entity with a future date, that open or close must be confirmed. These tasks are seen on the Tasks screen whenever future dated entity open/close requests are approved prior to their Open/Close dates.



If there are no tasks the message No Data Found will display.

Task List For My Entities			= 11.	
Task Type	Entity Name	Entity Code	Entity Type	Action
Confirm Entity Close	Ackerson Lake School Child Care	00011	LEA Unique Education Provider	<u>Select</u>
Confirm Entity Close	Administration Building	05778	LEA School	Select
Confirm Entity Close	Administration Building	05742	LEA School	Select

Procedures

- 1. Click **Tasks** on the navigation menu
- 2. The Task List for My Entities will display, listing any tasks for the Authorized User. This list can be sorted
- 3. Complete the required task. Tasks are as follows:
 - a) Confirm Entity Open:

This indicates that the Entity identified by the task has a future Open Date that requires confirmation. The Authorized User may click on the Select hyperlink in the Action column. A box will appear asking if the opening of the entity should be confirmed. If confirmed, the task will be removed from the screen. The entity status will remain 'Open Pending' until the open date, and the EEM system will automatically flip the status to 'Open Active' on that date. If the task is not confirmed, the system will send periodic email reminders to the authorized users of the entity starting 9 days before the Entity Open Date. If the Task is not acted upon by the Entity Open Date, an email will be sent to the State Administrator and the entity will remain 'Open pending' until the task is confirmed on this screen.

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b) Confirm Entity Close:

This indicates that the Entity identified by the task has a future Close Date that requires confirmation. The Authorized User may click on the <u>Select</u> hyperlink in the Action column. A box will appear asking if the closure of the entity should be confirmed. If confirmed, the task will be removed from the screen. The entity status will remain 'Close Pending' until the closure date, and the EEM system will automatically flip the status to 'Closed' on that date. If the task is not confirmed, the system will send periodic email reminders to the authorized users of the entity starting nine days before the Entity Close Date. If the Task is not acted upon by the Entity Close Date, an email will be sent to the State Administrator and the entity will remain Close pending until the task is confirmed on this screen.

c) Validate Physical Address of Entity:

The Physical Addresses of entities are validated on a periodic basis against CGI. This validation flags the Physical Addresses for manual review, if there is a mismatch in the address data between EEM and the CGI system. This type of task identifies each entity that has been flagged by the CGI validation process. User needs to click the Entity Name link or the Select link in the Action column to navigate to the Entity Data Page from where the Physical Address data can be accessed for review. User can flag the address as a valid address (as per CGI) or indicate that it needs to remain different from CGI (CGI info may not be correct). Once the address is flagged as appropriate, the task will be removed from this screen.

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Transactions



Column headers that are underlined designate the column can be sorted in ascending or descending order. The sort order will appear

or descending order. The sort order will appear following the column heading with an Up arrow (sort ascending) or Down arrow (sort



descending).

Entity information can be edited by clicking on the desired entity name link.

Discussion

Transactions submitted by authorized users for approval reside in the Pending Approval queue. Further details as per the Status of each entity submission can be viewed at the bottom of the Transactions for My Entities screen. The list displayed is based on entities accessible under the active user profile. This list can be sorted, exported, or an entity can be selected to display more details.

Similarly, any transactions submitted with a future effective date (deferred), that may not require approval, are also listed on this screen. This screen also shows transactions that may have been processed, declined or approved by the State Administrator

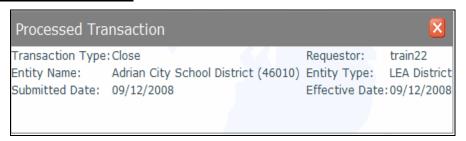


Pr

Procedures

- 1. Click **Transactions** on the navigational menu.
- 2. Once the My Entity Transactions screen is displayed click the link in the **Status** column for the entity status. This information will appear at the bottom of the page.

Processed Transactions



• Clicking the status of a Processed Transaction will provide the details at the bottom of the page.

Pending Transactions

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Removal of a transaction can only be done by the person who requested the transaction.

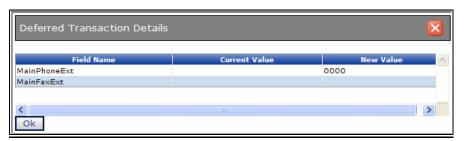


• Click the **Remove** button to remove this transaction from the <u>Pending Approval Queue</u>.

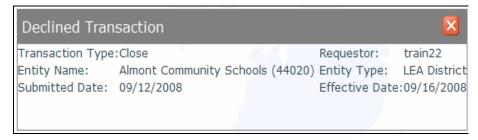
Deferred Transaction



• Click **Details** for more information.



Declined Transaction



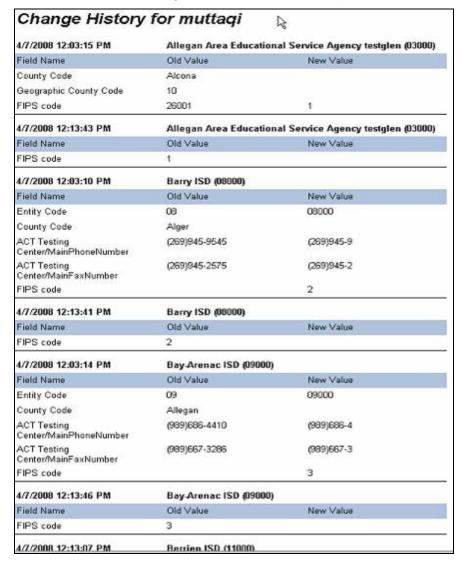
View Requestor History

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This screen shows the change history for a user and not an entity (displayed when the name link in the Requestor column is clicked).



1. Click the <u>Requestor</u> name link to view user change history. The changes are listed in the reverse chronological order (most recent first).



2. Click the **Close** button to return to the <u>Transactions</u> screen.

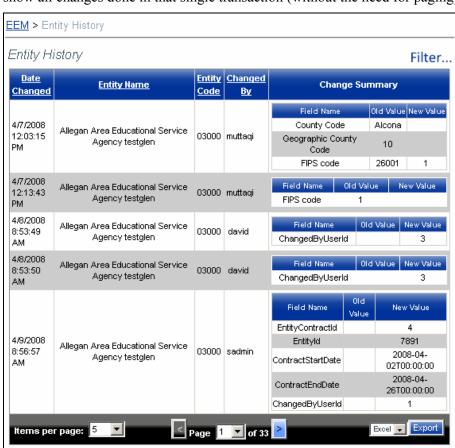
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Entity History

Discussion

Entity History tracks all changes made to an entity from the time of system implementation. If there are multiple changes, the last changed will be listed. Other changes can be viewed using the paging buttons in the Change Summary gray area. If there are a large number of entities listed, the list can be filtered using the Filter feature.

Each row groups all changes done in a single processed transaction. If the user were to filter on a particular date and time, the change summary section would show all changes done in that single transaction (without the need for paging).



✓ Tip

Column headers that are underlined designate the column can be sorted.



The Entity History list can be exported using the same process found in exporting a Search List in Module 1, Unit 1.

Procedures

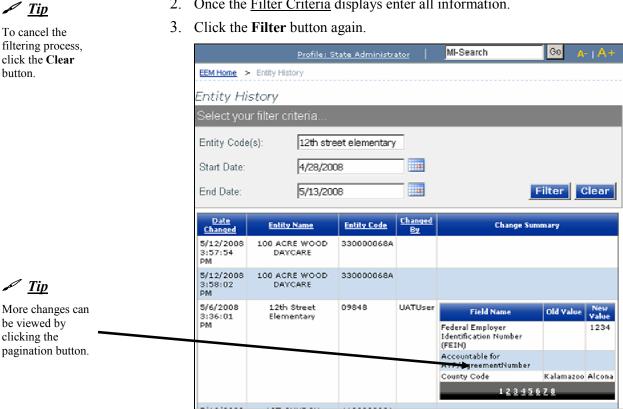
1. Click **Entity History** on the navigational menu.

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Filter



- 1. Click Filter...
- Once the Filter Criteria displays enter all information.



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MODULE 3 Data Sets/Reports

Introduction

CEPI collects entity data throughout the year. Portions of this information can be downloaded in a data set. A data set is a group of related data elements and records that have a pre-defined set of characteristics and associated business rules. An example of this is a collection of student records relating to Special Education.

The option (and assigned role of uploader) to download datasets and upload datasets means that instead of individually updating each entity record, one update using a dataset (through the download/upload feature) will update all records at once. For example: A large school system has a new Superintendent. Downloading the data, making the name change and uploading it back to the system is more efficient than changing each school record affiliated with the new Superintendent's name.

However, only large districts might upload as opposed to updating records individually.

There are two kinds of data sets: downloadable and uploadable. Public data sets are fixed files and can also be downloaded by the general public. Templates for the data sets are controlled by the State Administrator. Access to individual data sets is based on user role. Some data sets can be uploaded to the EEM after changes are made if the user's role permits uploads.

Reports can be generated from the Reports section of the EEM. Reports can be customized by entity name and sort order. They can also be grouped by the reporting (Parent) entity.



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UNIT 1 Data Sets

Introduction

Data sets are used to update certain information for a group of entities at one time. Besides name information a data set could include emails, Web sites, and phone numbers for a set of entities. Instead of updating each record, the data can be downloaded, changes made, and uploaded back so the system makes changes across the board. A data set could also be downloaded for an authorized user's individual record keeping needs.

Once a data set is downloaded a record of the download is kept in the system. Data sets do not have to be immediately uploaded. However, if not uploaded in 21 days, the data set request will be removed from the system. At 14 days, reminder emails will be generated and sent by the system.

After uploading, the system will perform validation checks to determine errors in the information. Changes requiring State approval become a transaction on "My Transactions."



Data Set List

6

Discussion



The downloading data set ability is defined as a user role. A message will display on the Data Set Download screen if authorization has not been permitted for this function.



All data sets can be downloaded; however, there are *some* data sets that can be uploaded back into the main system. The changes made on the downloaded copy, now being uploaded, will then overwrite the data in the system. To upload, a user must have uploader privileges.

Downloads will include all entities in the user profile. Warning messages are displayed showing "outstanding" downloads if 2 users are accessing the same information.



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Procedures

- 1. From the navigation list, click **Data Sets**.
- 2. Click the **Download** link in the <u>Action</u> column of the desire data set.

An uploadable data set is identified by '<u>True</u>' in the *Allow Upload* column. If the data set allows additions '<u>True</u>' will appear in the allow addition column.

3. Enter the download information.



- 4. Click the **Start Download** button.
- 5. Select the desired *File Download* option.
- 6. After the download is complete, make edits/updates to the information downloaded.

Uploading is the next step and is outlined in the My Data Sets section.

My Data Sets

& Discussion

The uploading data set ability is defined as a user role. This screen will only appear if authorized to download and at least one data set has been previously downloaded. This functionality is to allow the user to easily upload back into the system. Summary information is available on this screen. Also included are the download and upload dates and the data set status. If the list is extensive, it can be filtered. For more information on the use of data in a data set see the online Help.

Procedures

- 1. From the navigational list, click **Data Sets**.
- 2. Click the **Upload** link for the desired data set.



For a description of the Characteristic Column, click the Column Descriptions button.



If Data Types are different, the file format dropdown list will populate with limited choices.



Clicking the 'X' closes the browser window and the EEM application.



If the data set is not uploaded within 14 days, the system will generate 'reminder' emails. At 21 days, the system will delete the downloaded data set request.

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Public Data Sets

Discussion

These data sets are the same as those used in the previous version of this system (SCM). Because access is granted to the general public, entity information is limited. Public Data Sets will not include new data types or characteristics related to new entity types. The pieces of data available relate to the set up of the SCM.

Public Datasets

State (.dbf)

Complete State of Michigan School Code Master - includes colleges/universities, intermediate school districts, Local Education Agency (LEA) districts, LEA schools, Public School Academy (PSA) districts, PSA schools, nonpublic schools, ancillary facilities, and State of Michigan (SOM) facilities

LEA schools (schools associated with LEA districts — excludes PSAs)

Private (.dbf)

All nonpublic K-12 schools — includes school/facility records

Intermediate school districts only

ISDSCH (.dbf)

Schools administered directly by intermediate school districts

Local Education Agency districts and Public School Academy districts

PSA schools (schools associated with PSA districts)

Other (.dbf)

Ancillary facilities

Column Descriptions (.doc)

Microsoft Word document describing the columns used in the database files



Procedures

- 1. From the navigation list, click **Data Sets**.
- 2. Click Public Data Sets.
- 3. Click the desired data set.

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UNIT 2 Reports

Introduction

Pre-defined reports are available in the Reports section of the EEM application. The general public may also download reports, but has limited report choices. Reports open in a report viewer and can be downloaded to various file formats. If a report is downloaded with Adobe Acrobat, changes are not allowed.



Public Reports

Discussion

There are several simple pre-defined reports available to the general public. The Entity List report will generate a report based on the geographical information provided by the user. These reports are downloaded and then can be printed after opening or saved to the destination computer and then printed.





A message will display on the **Report Download** screen if the system is unable to perform the requested function.



Procedures

- 1. Click **Reports** in the navigation menu on the left.
- 2. Click the <u>View Entities By Entity Type</u> link.
- 3. Choose the type of report desired and any other option.



4. Click the **View Report** button or the **Print Report** button.



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Authorized Reports

These reports are available to an authorized user of the EEM. Reports appear in a report viewer and are available for printing or download. The information available for each report is defined by the report name. For example, the <u>Closed School</u> report will give a listing of closed entities.

Authorized Reports

Closed School
District Detail List
SEE Membership
Entity Type Relationship
Entity Hierarchy

Procedures

- 1. From the navigation list, click **Reports.**
- 2. Then click Authorized Reports.
- 3. Click the desired report link.

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Appendix A - Functions and Roles

Role	Description	Functions/Capabilities
DIT Administrator	The Department of Information Technology users who have all rights and access to all data and the system.	Read/write access to all/everything in system including add/deactivating authorized users. Maintain/add/deactivate structural changes in the system (e.g., add/remove characteristics).
State Administrator	The Center for Educational Performance and Information business and system administrator for the system with all rights and access to all data and the system.	Read/write access to all/everything in system including add/deactivating authorized users. Maintain/add/deactivate structural changes in the system (e.g., add/remove characteristics).
PSA State Approver	The Michigan Department of Education business administrator for the Public School Academy (Charter) Districts and Schools/Entities.	Will have all change/approval, add, close permissions for any/all PSA/charter schools; all pending transactions for PSAs; all reports; view change history for all PSAs; view user maintenance (authorized user report); download data sets.
Nonpublic State Approver	The Michigan Department of Education business administrator for the Nonpublic Schools.	Will have all change/approval, add, close permissions for any/all nonpublic schools; all pending transactions for nonpublic schools; all reports; view change history for all nonpublic schools; view user maintenance (authorized user report); download data sets.
CEPI Customer Support	The Center for Educational Performance and Information staff members who answer questions and provide support to any users of the system.	Will be able to edit/add/remove authorized users in the system. Will have read only access to any function, data, search capabilities synonymous with State Administrator including deactivated entity types, entity characteristics, and audit trail history. Ability to enter/save data for a user in case of need. Reset passwords.
CEPI Analyst	The Center for Educational Performance and Information staff members who analyze and report on data from the new School Code Master and other data systems for both state and federal reporting.	Will have read-only access to all data in the EEM, including viewing any functions that the State Administrator has access to; able to view deactivated entity types, entities, characteristics in addition to active ones.
OEAA Contact Manager	The Michigan Department of Education, Office of Assessment and Accountability, staff members who work with Assessment data (e.g., MEAP, ELPA, MME, MI-Access) and will have permissions to certain characteristics.	Will have permission to update contact information based upon assessment permissions (e.g., MEAP, MI-Access, MME, ELPAetc.) including name of contact, addresses, etc. Will set "Do Not Assess" characteristic.

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ACT Manager 5- 12-08	The Michigan Department of Education OEAA staff member who will be in charge of the ACT fields. No local auth users will have read/write access but all will be able to read these two fields.	Will have permission to update ACT fields at any time. Per Pat King, the codes remain the same. The Y/N for ACT Testing Center must be cleared before launch on 10/01/2008.
NAEP Manager	The Michigan Department of Education, Office of Assessment and Accountability staff member who will set/reset the NAEP Study flag.	Will have permission to characteristic NAEP Study Flag to set and reset.
CTE Manager	The Michigan Department of Education, Office of Career and Technical Preparation staff member who works with CTE data and will be granted read/write permission to certain characteristics (e.g., setting the CTE flag).	Will have permission to activate and deactivate the CTE flag characteristic.
Entity Authorized User	Statewide local authorized users who will be given permission to add, close, change/approve certain data by their superintendent	Read/write access to all add, modify, close functions for entities for which they have permission.
EDEN/CCD Manager	Carol Jones, John Robertson will have CEPI Data Analyst roles as well access to EDEN/CCD reports	Access to certain characteristics (e.g., EDEN Notification flag and Shared Entity Status) to set/reset. Access to EDEN reports and characteristics necessary to get the reports. Includes all CEPI Analyst permissions.
PSA Chartering Agency	Chartering Agencies oversee the charter/public school academies for which they hold the charter(s).	Will have read-only access to any of the data for any/all PSA/charter district, school, that the agency authorizes.
ISD Authorized User	ISD authorized users who will be given permission by their superintendents.	Will have change/approve access to ISD district and other entities for which s/he can make changes and read-only access to any of the district (LEA or PSA) entity data that "belongs within" the ISD.
AYP Manager	The Michigan Department of Education, Office of Assessment and Accountability personnel who is responsible for Adequate Yearly Progress data.	Will be able to change/approve AYP characteristic data; upload data through DIT to the new EEM system.
Title I Manager	The Michigan Department of Education, Office of School Improvement personnel who is responsible for answering questions about Title I data.	Will be able to change/approve Title I characteristics data; upload data through DIT to the system.
Public	Anyone	Read-Only access to all public record data in the new SCM.

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Notification Recipient 5/9/08	State users who need to be notified of changes, additions, closings who are not already authorized users in the EEM system	Receive e-mail based on changes to entities (details TBD)
Migrant Education Manager 5/16/08	The Michigan Department of Education, Office of School Improvement personnel who are responsible for Migrant Education Program data.	Will enter the Migrant Education Codes for EEM entities where necessary. Read only field for anyone else. Blank or null when it does not apply.
Uploader: Data Set Files 5/23/08	Special role assigned to users who may submit changes to entity data in bulk by uploading Data Set files containing the entities within their active profile.	Will be able to upload Data Set files into EEM to update Entity Data in bulk. This role should always be assigned to a user in conjunction with some other role that grants a 'Request Change' or 'Change/Approve' permissions for the entities to be uploaded in the Data Set file. This role should not be the only role assigned in any profile. The Upload Data Set File function should not be enabled for any other roles. It should only be enabled for this special role which can then be included along with other roles in the profiles of individuals who need to have the data file upload capability.

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Appendix B - Entity Types

CEPI Customer Support Services are provided for EEM users. CEPI Customer Support personnel will edit/add/remove users in the system, reset passwords. CEPI support personnel will have read-only access to any function, data and search capabilities synonymous with the State Administrator including deactivated entity types, entity characteristics and audit trail history. Customer support staff will be able to enter/save data for a user when accessing the user's role (e.g., if user's computer is broken and there is a need to enter data and save the changes immediately).

	State	ISD	LEA	PSA	Nonpublic	Higher Ed.	Other
District	Х	Х	Х	Х			
School	Х	Х	Х	Х	X		Х
Unique Education Provider (formerly Programs)	Х	Х	Х	Х	Х		Х
Non-School Recipient	X	Х	Х	Х	Х		Χ
Non-Instructional Ancillary Facilities	Х	Х	Х	Х	X	X	Х
College/University						Х	
Department/School						X	
Independent Tech.							Х

Note: The characteristics for Chartering Agency are now captured within ISD District, LEA District, or Higher Education Colleges/Universities records.

Entity Types:	Examples:
ISD District	e.g., Livingston Educational Service Agency (District record: 47000-00000)
LEA District	e.g., Lansing Public School District (District record: 33020-00000)
PSA District	e.g., Blanche Kelso Bruce Academy (District record 82971-00000)
State District	e.g., State of Michigan Department of Corrections (District record 84020-00000)
ISD School	e.g., Pathway School (47000-03613)
LEA School	e.g., Eastern High School (33020-01044)
PSA School	e.g., Blanche Kelso Bruce Academy - Connor (82971-09142)
Nonpublic School	e.g., Emmanuel First Lutheran School (33020-04720)
State School	e.g., Michigan School for the Deaf (84050-02548)
Other School	e.g., Licensed Boarding Schools
State Unique Education Provider (formerly Program)	e.g., Alger Maximum Correctional Facility (84020-09211)
ISD Unique Education Provider	e.g., Community Based Early Childhood Services (47000-09440)
LEA Unique Education Provider	e.g., Harley Franks Early Childhood Center (33020-09834)

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PSA Unique Education Provider	No current entries (Future use for "program" type entities)
Nonpublic Unique Education Provider	No current entries (Future use for "program" type entities)
Other Unique Education Provider	No current entries (Future use for "program" type entities)
State Non-School Recipient	e.g., from MEGS/CNAP system: grant or food service sponsors)
ISD Non-School Recipient	e.g., from MEGS/CNAP system: grant or food service sponsors)
LEA Non-School Recipient	e.g., from MEGS/CNAP system: grant or food service sponsors)
PSA Non-School Recipient	e.g., from MEGS/CNAP system: grant or food service sponsors)
Nonpublic Non-School Recipient	e.g., from MEGS/CNAP system: grant or food service sponsors)
Other Non-School Recipient	e.g., Children's Action Network with agreement code; independent day care
State Non-Instructional Ancillary Facility	No current entries (Future use possibility: maintenance, transportation, etc.)
ISD Non-Instructional Ancillary Facility	e.g., Winding Brook Conference Center (29000-09189)
LEA Non-Instructional	
Ancillary Facility	e.g., Transportation Center (04010-09036)
	e.g., Transportation Center (04010-09036) No current entries (Future use possibility: maintenance, transportation, etc.)
Ancillary Facility PSA Non-Instructional	· · · · · · · · · · · · · · · · · · ·
Ancillary Facility PSA Non-Instructional Ancillary Facility Nonpublic Non-Instructional	No current entries (Future use possibility: maintenance, transportation, etc.)
Ancillary Facility PSA Non-Instructional Ancillary Facility Nonpublic Non-Instructional Ancillary Facility Higher Ed Non-Instructional	No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.)
Ancillary Facility PSA Non-Instructional Ancillary Facility Nonpublic Non-Instructional Ancillary Facility Higher Ed Non-Instructional Ancillary Facility Other Non-Instructional	No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.)
Ancillary Facility PSA Non-Instructional Ancillary Facility Nonpublic Non-Instructional Ancillary Facility Higher Ed Non-Instructional Ancillary Facility Other Non-Instructional Ancillary Facility	No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.) No current entries (Future use possibility: maintenance, transportation, etc.)

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Chartering Agencies	Code
Allegan ISD	0300000000
Bay-Arenac ISD	0900000000
Bay Mills Community College	0000666817
Central Michigan University	0000002243
COP ISD	1600000000
Detroit Public Schools	8201000000
Eastern Michigan University	0000002259
Ferris State University	0000002260
Grand Rapids Public Schools	4101000000
Grand Valley State University	0000002268
Highland Park City Schools	8207000000
Hillsdale ISD	3000000000
Inkster Public Schools	8208000000
Kellogg Community College	0000002276
Lake Superior State University	0000002293
Macomb ISD	5000000000
Manistee Area Public Schools	5107000000
Manistee ISD	5100000000
Midland County ESA	5600000000
Northern Michigan University	0000002301
Oakland University	0000002307
Ottawa Area ISD	7000000000
Saginaw ISD	7300000000
Saginaw Valley State University	0000002314
St. Clair ISD	7400000000
Washtenaw Community College	0000002328
Washtenaw ISD	8100000000
Wayne RESA	8200000000
Wayne State University	0000002329
Wyoming Public Schools	4102600000

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Appendix C - Practical Exercises

Exercise 1 - Search

Using the EEM-Search to find a specific entity.

Tasks

Login

Locate EEM-Search

Type Detroit

Download to file

Characteristics: Common Name, Entity Open Date, Status

Include Address Types

View the Column Descriptions

Start the download but do not Save it, choose to Open only

Close the Download and return to the EEM Home Page

Exercise 2 - Search

Use a Search option to identify a specific school list and print mailing labels.

Tasks

Open Search

Characteristic = Common Name

Start with = L

Filter = Lansing

Print mailing labels

Contact Types: Superintendent, Administrator, Principal, Director, Supervisor, Coordinator

Exercise 3 - Search

Use a Search option to locate an entity using the CGI feature

Tasks

Entity Type=Independent Technology School

Within=60 miles

Street =3001 Coolidge Rd

City=East Lansing

Zip=48823

Display Type=Topographic

Exercise 4 - Entity Maintain

Locate your personal entity and update information

Tasks

Display personal entity in Edit Mode

In Edit mode change:

Official Name of Entity=Training (personal entity official name) ie Training Detroit Public School

Submit

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Exercise	Exercise 5 – Entity Maintain		
Locate y	Locate your entity and update displayed information.		
Tasks	Display your personal entity in Edit Mode		
	In Edit mode change:		
	Open Date=today		
	Remove=Physical Address		
	Physical Address=123 Training, Train, MI, 41234		

Exercise 6 - Adding an entity (Role Based - Not applicable for all users)

Your new school is opening today with grades K-5 authorized; however you only will be actually instructing students K-4.

Tasks: Open the menu item to add a school.

Opening date = today

Authorized=K-5

Actual instruction=k-4

Add other information as your role allows

Exercise 7 - Closing an entity (Role Based - Not applicable for all users)

Your entity is entity is closing in the near future.

Tasks: Display the Close Entity screen.

Close date = 6-01-2009 (Hint: if using the calendar feature, check the year entered)

Exercise 8 - Entity Status

Review the status of changes requested from the above exercises.

Tasks: Open the Transaction List for your entity.

Remove the request as there was a mistake made.

Exercise 9 - Entity Status

Review the status of changes requested from the above exercises.

Tasks: Open the Task List for your entity.

Review the details and make necessary modifications.

Open the menu item for approvals.

Appendix D - Tivoli

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Center for Educational Performance and Information (CEPI)

Single Sign-On Registration

User's Guide

Fall 2008

Questions?

Contact CEPI Customer Support

E-mail: <u>CEPI@michigan.gov</u>

Phone: 517-335-0505 (select option 3)

Single Sign-On (SSO) Registration User's Guide



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Subscribing to an Application	8
Resetting Your Password	10
Frequently Asked Questions	15

Obtaining access to the Educational Entity Master (EEM) or the Michigan Student Data System (MSDS) application is a two-step process.

- 1. An individual must first request access to the application through his/her Single Sign-On (SSO) account.
- 2. The individual's request for access must be approved by the district superintendent or chief administrator by submitting the appropriate security access form to CEPI.

Note: If you are a current user of the School Code Master (SCM) or Single Record Student Database (SRSD), you have the option to migrate your existing permissions without submitting additional documentation.

Only when all steps have been completed and verified by CEPI will access to the application be granted. This guide will outline the steps necessary to create a Single Sign-On (SSO) account and request permission to an application through your SSO portal.

Single Sign-On Registration

Follow the steps outlined below to obtain a State of Michigan Single Sign-On account.

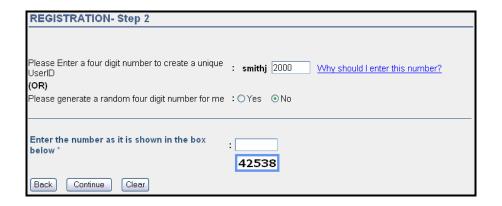
1. From the State of Michigan Single Sign-On page, click on the **Register** button.



2. Provide your name and valid e-mail address on the next screen. Click the **Continue** button.



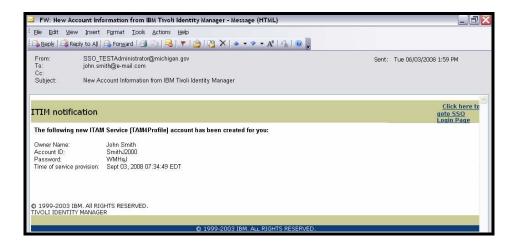
3. Your User ID will be the user's last name and first initial, plus the four-digit number that is entered. Enter the security number as indicated and then click the **Continue** button. **Note:** Users with a state of Michigan e-mail address will not need to complete this step.



4. You will be taken to the "User Registration Confirmation" screen. Confirm that the name and e-mail address are correct. This e-mail address is where your User ID and password will be sent. You should make a note of your User ID and then click the **Submit** button.



5. You will see a screen which says that your request is being processed and you will receive an e-mail message within 24 hours. Click the **Close** button.



The e-mail message will come from <u>SSO_Administrator@michigan.gov</u> and be titled "Account Information." You will notice a temporary password. Highlight it and copy it. You will use this temporary password the first time you log in to the SSO.

E-mail systems may classify anything coming from <u>SSO_Administrator@michigan.gov</u> as "junk mail" or "spam." If you have not received your user ID and password within 24 hours, e-mail CEPI Customer Support for assistance at <u>CEPI@michigan.gov</u>.



If you require additional assistance creating your account or have other questions pertaining to your Single Sign-On account, contact CEPI Customer Support.

E-mail: <u>CEPI@michigan.gov</u>

Completing the Registration Process

Once you receive your user ID and password, you can log in to the SSO application. The first time you log in to the SSO, you will be taken through the steps necessary to complete your account information. Follow these steps to complete your registration process.

- Go to the State of Michigan Single Sign-On (SSO) page at https://sso.state.mi.us.
- Enter the user ID and temporary password you received. Do not let your computer automatically store this password as you will be changing it shortly.
- 3. You will be prompted to change your password immediately (and every 90 days thereafter). Enter or paste in

Input old password	:
Input new password	:
Confirm new password :	
Change Password Password rules are:	
Minimum password Passwords are case	_
3. Maximum number of repeated characters is 2	
4. Password cannot be same as userid or user name	
5 New password can	not be same as old nassword

your temporary (old) password, then type in and confirm a new password.

Passwords must conform to the following rules:

- Passwords must be at least five characters long.
- Passwords cannot be the same as user ID or user name.
- Passwords are case sensitive.
- Passwords cannot be the same as the old password.
- Passwords cannot have more than two repeated characters.

When done, click on the Change Password button.

4. You will then be asked to answer and confirm a set of Challenge Response Questions. These questions must be completed in case you forget your password. The answers and the confirmation of the answers are case sensitive. When done, click on the OK button.

If any of your answers did not match a confirmed answer, you'll receive an error message prompting you to reenter the answers for that question.

Change Challenge/Response Answers	
Change your answers and click OK. You must provide an answer to each challenge.	
What was the name of your first school?	
Answer:	Confirm Answer:
What is your fathers middle name?	
Answer:	Confirm Answer:
Who was your childhood hero?	
Answer:	Confirm Answer:
What was the make of your first car?	
Answer:	Confirm Answer:
OK Cancel	

Single Sign-On (SSO) Registration User's Guide

5.	When you have successfully completed this, you will get a notification saying that you
	answers have been updated. Click OK .

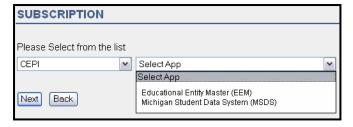
6. You will be brought to the Account Maintenance Screen. Click the **OK** button.

Subscribing to an Application

Subscribing to an application is the final step of the user registration process. Once your account information has been completed, you will be brought to the Application Portal screen.



- 1. To subscribe to an application, click on the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
- 2. You will be taken to a new screen with drop-down menus. Select the state agency which owns the application in the first drop-down and the desired application from the second drop-down.

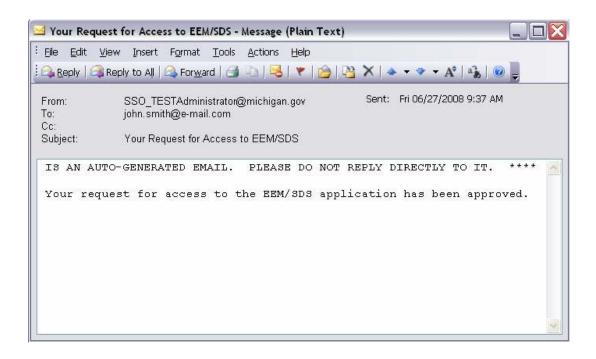


- 3. The user will be then be taken to the subscription page for the particular application.
- Users with an existing MEIS account for the application should request permission with this account information. Access will be granted matching what is assigned to the MEIS account. No security agreement will be required.

New users should click on the Subscribe w/o MEIS ID button. In addition, you will need to submit an application security agreement. Access will not be granted until the appropriate security agreement has been submitted to and verified by CEPI.



- 5. Review information and click **OK**.
- 6. You will receive a confirmation message (both on the screen and in e-mail) stating your subscription request was submitted successfully. You will receive an e-mail message once access has been granted by CEPI staff.



Note: Please do not submit multiple subscription requests. Permissions must be approved by CEPI Customer Support before taking effect. Submitting multiple requests simply slows the approval process.

Once you have been successfully subscribed to an application, the link will appear on your portal screen the next time you log in to your Single Sign-On account. To access the application, simply click on the application link and you will be logged in automatically.



Contact information is shared between your Single Sign-On account and the application(s) to which you are subscribed. Should you make changes to your contact information, the application database is not updated until the next time you log in to the application.

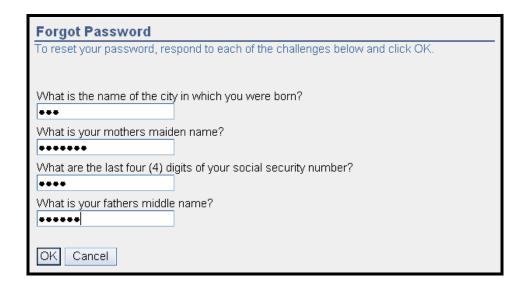
Resetting Your Password

In the event that you forget your password, the Single Sign-On application allows you to reset your password manually and to receive a temporary password in order to access your account. To reset your password, follow the steps outlined below.

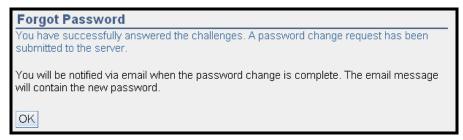
1. On the Single Sign-On page, enter your User ID and then click on the "I forgot my Password" link.



2. You will then be taken to a new screen where you will be prompted to answer a series of challenge questions. Your responses must match the original answers you gave (including case and spelling) when you first created your account. Answer each question and click **OK**.

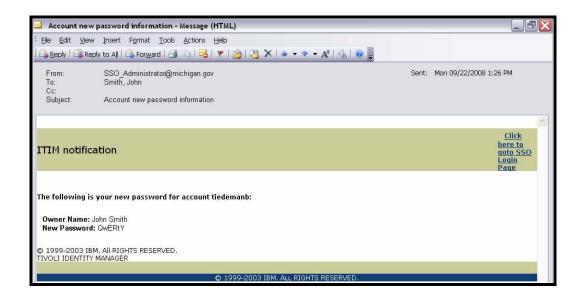


3. If your responses were correct, you will receive a message indicating that your reset request has been submitted. If any of your answers did not match your original responses, you will receive an error message.

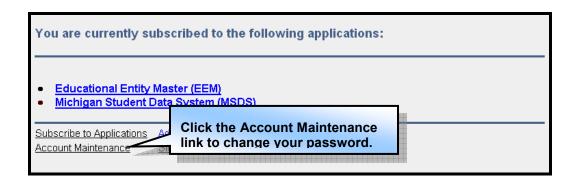


4. Once your request has been processed, you will then receive an e-mail message containing your temporary password. The e-mail will come from Sso-Administrator@michigan.gov and be titled "Account new password information."

E-mail systems may classify anything coming from <u>SSO_Administrator@michigan.gov</u> as "junk mail" or "spam." If you have not received your user ID and password within 24 hours, e-mail CEPI Customer Support for assistance at <u>CEPI@michigan.gov</u>.



- Return to the SSO page. Log in to the Single Sign-On site using your User ID and the new password you received in your e-mail message. You will be taken to your application portal screen.
- 6. It is strongly recommended at this point that you change your password. Click on the "Account Maintenance" link. From the Account Maintenance menu, click on the "Change My Password" link.



7. You will be taken to the change password screen. Enter or paste in your temporary (old) password, then type in and confirm a new password. When all boxes have data entered in them, click the **Change Password** button. You will then receive a message that your password has successfully been changed.

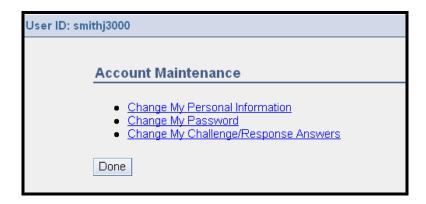


If you require additional assistance resetting your password or have other questions pertaining to your Single Sign-On account, contact CEPI Customer Support.

E-mail: CEPI@michigan.gov

Account Maintenance

You can choose to change your contact information, password, and challenge/response answers. To access the information, users can click on **Account Maintenance** from the left-hand corner of your application portal screen.



Click on the "Change My Personal Information" link to change personal information such as name, e-mail address, and phone number. Since the phone number is not requested when creating your account, this field is incomplete by default. It is strongly recommended that you update your account with a contact phone number at the earliest opportunity.



To change your password, select "Change My Password" from the Account Maintenance screen. You will be taken to the Password Change screen where you must enter your current (old) password and type the new password twice. Click on the **Change Password** button.

The final link under Account Maintenance is the Challenge/Response Answers. You may never

Single Sign-On (SSO) Registration User's Guide

have to change your answers, but if you feel your answers have been compromised, you may wish to change them.

Frequently Asked Questions

1 Q: How can I change my account information?

A: Users can update their account information (name, phone number, e-mail address, etc.) by logging in to the SSO application and clicking on the "Account Maintenance" link. Change the information as necessary and click **Save**. The application(s) to which you are subscribed will be updated the next time you enter the application(s).

Note: In particular, e-mail addresses should always be kept up to date as these are the state's primary means of communication with districts.

2 Q: How long is my user ID valid?

A: Accounts remain in good standing as long as they are active. If a Single Sign-On ID has not been used in 13 months, it will be removed.

3 Q: Can I get a removed ID back?

A: No. In this case, you will need to create a new ID. It may be identical to your previous ID, as long as it is not in use by someone else. (Only unique IDs are allowed.)

4 Q: If my account expires due to inactivity, will I have to get reauthorization for the applications for which I had access?

A: Yes, if a user allows his/her Tivoli ID to expire because of lack of activity, he or she will be required to complete the registration process to obtain access to the application(s) again. Users with inactive accounts will have those permissions removed from the CEPI application(s) for which they have access. Removal is necessary to ensure that each district has an active user responsible for the submission and to maintain an active point of contact with the district.

5 Q: What should I do if I've forgotten my password?

A: In the event that you've forgotten your password, perform a password reset. On the Single Sign-On log in screen, enter your User ID and click the "I forgot my password" link. You will be taken to the Forgot Password screen where you will be prompted to answer four challenge questions. Answer all four questions and click **OK**. Upon successful completion, you will receive an e-mail message containing a new, temporary password. Be sure to change your temporary password as soon as possible.

If you require assistance with the manual password reset, please contact CEPI Customer Support at CEPI@michigan.gov, or phone 517-335-0505 and select option 3.

- 6 Q: What should I do if I've forgotten my user name?
 - **A:** In the event that you cannot recall your user name, contact CEPI Customer Support at CEPI@michigan.gov, or phone 517-335-0505 and select option 3.
- 7 Q: I'm currently a user of the SCM and/or SRSD and require access to the new application(s). Do I need to complete a new security agreement for the EEM and/or MSDS?
 - **A:** No. When you prepare to request access to the application through your SSO account, follow the instructions for users with an existing MEIS account. You will be granted access to the new application that matches your current access. Only users who had no permissions in the SCM or SRSD will need to complete a security agreement form, in addition to subscribing through the Single Sign-On portal.
- 8 Q: Why do I need to submit a security agreement when I'm requesting permission electronically?
 - **A:** Because of the sensitive nature of the data, the state requires authorization from the district superintendent/chief administrative officer before someone can be responsible for accessing, changing, and submitting these data elements. The individual requester must also acknowledge his or her compliance with FERPA and/or the Privacy Act, as it applies.
- 9 Q: I've created a Single Sign-On account but receive a "Your login attempt was not successful. Please verify that this Tivoli ID is authorized to use EEM." error. Am I doing something wrong?
 - **A:** This error indicates that although you have a valid Tivoli account, you do not have permissions in the application. If you are a new user to the application, ensure that you have submitted the proper security agreement signed by your entity's chief administrator. Please allow one to two days for your agreement to process. If subscribed to an application using your previous MEIS account ID, contact CEPI Customer Support at CEPI@michigan.gov.





Appendix E - Glossary

Educational Entity Master Glossary

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Business Terms & Definitions

Term	Application Definition
Accountable Entity/ Accountability	The term given to the entity (e.g., district) that is responsible for the student's core fields, demographics, program participation, assessment scores, attendance, annual yearly progress, and graduation and dropout (cohort) information. The accountable entity is the "custodian" of the data, the district that supervises the student's instruction (not necessarily "responsible for" the student's instruction). "Responsible For": the student lives in the district, and the district is "responsible for" the student's instruction. "Supervises" means that that the entity provides the student's instruction.
	Accountability Conditions:
	Usually the operating district;
	Entity providing student instruction;
	Entity responsible for student assessment
	Entity that possesses the student's permanent record (CA60);
	Only primary education providing entity (PEPE) can hold accountability; however not all PEPEs can be held accountable.
ADR	Administrator Data Review
Agency System of Record	An "Agency System of Record" consists of a database and usually an associated application that serves as a source of data. The Educational Entity Master (EEM) is an example of a "system of record" for entity-level data from intermediate school district (ISD), local education agency (LEA), and public school academy (PSA) districts in Michigan.
Adequate Yearly Progress (AYP)	The No Child Left Behind Act of 2001 (see below) requires that states measure adequate yearly progress (AYP) for each school. States define the minimum levels of achievement and improvement to achieve adequate yearly progress. There is a series of graduated sanctions for those schools that do not achieve AYP.
Attributes	Descriptors for a characteristic.
Authentication	Authentication is the process of attempting to verify the digital identity of the sender of a communication such as a request to log in. The sender being authenticated may be a person using a computer, a computer itself or a computer program.

Term	Application Definition
Authorization	Authorization is the process by which someone is allowed to access a screen, view or modify certain data, search using specific fields, or execute application functions. Whether or not such user actions are allowed depend upon the security role(s) assigned to the user.
Batch/Batch Processing	The term Batch or Batch Processing is used to describe the submission and/or processing of logical grouping of data (i.e., multiple records in a single file). Batch processing implies that there is no interaction with the user while the program is being executed. The opposite of batch processing is transaction processing or interactive processing.
BCODE	In the legacy system, this refers to the building code. It is a unique five-digit code assigned by the Center for Educational Performance and Information (CEPI) to each entity within the entity type; also referred to as school/facility code.
Block Group	An attribute returned by CGI for a given physical address. Block Groups (BGs) are clusters of blocks within the same census tract that have the same first digit of their 4-digit census block number. For example, blocks 3001, 3002, 3003,, 3999 in census tract 1210.02 belong to BG 3. Census 2000 BGs generally contain between 600 and 3,000 people, with an optimum size of 1,500 people. Most BGs were delineated by local participants in the Census Bureau's Participant Statistical Areas Program. The Census Bureau delineated BGs only where a local or tribal government declined to participate or where the Census Bureau could not identify a potential local participant. A BG usually covers a contiguous area. Each census tract contains at least one BG and BGs are uniquely numbered within census tract. Within the standard census geographic hierarchy, 3 -58 BGs never cross county or census tract boundaries, but may cross the boundaries of county subdivisions, places, urban areas, voting districts, congressional districts, and American Indian, Alaska Native, and Native Hawaiian areas. Under an alternative Census 2000 AlANNH area census geographic hierarchy, census tracts and BGs are defined within American Indian entities and can cross state and county boundaries. These are commonly referred to as tribal BGs. BGs have a valid range of 0 through 9. BGs beginning with a 0 generally are in coastal and Great Lakes water and territorial seas. Rather than extending a census tract boundary into the Great Lakes or out to the three-mile territorial sea limit, the

Term	Application Definition
Teim	Census Bureau delineated some census tract boundaries along the shoreline or just offshore. The Census Bureau assigned a default census tract number of 0 and BG of 0 to the offshore areas not included in regularly numbered census tract areas.
Bulk Upload	The term Bulk Upload is used to describe the submission and/or processing of logical grouping of data (i.e., multiple records in a single file). Also reference Batch / Batch Processing.
Cascade	When a specific entity is included in a user profile, the cascade option determines whether other entities may be automatically included along with the specified entity in the same profile. If other entities are to be included in the same profile, they must meet the "inclusion criteria" as per the cascade option specified for the entity. The supported cascade options are described below:
	 Cascade Options for a specific entity included in a user profile: No Cascade: Only the specified entity is to be included. All Children: All other descendent entities based on the 'Belongs Within' relationship. All Children within Parent Category: All other descendent entities based on the 'Belongs Within' relationship having the same Entity Type Category as the parent entity. All Non-Parent Children: All other descendent entities based on the 'Belongs Within' relationship that cannot be a Parent entity themselves. All Chartered Entities: All other entities chartered by the specified entity.
CCD	The Common Core of Data (CCD) is a program of the U.S. Department of Education's National Center for Education Statistics that annually collects fiscal and non-fiscal data about all public schools, public school districts and state education agencies in the United States. The data are supplied by state education agency officials and include information that describes schools and school districts, including name, address, and phone number; descriptive information about students and staff, including demographics; and fiscal data, including revenues and current expenditures.
ccsso	Council of Chief State School Officers. In 2005, SOM contracted with the CERT Corp. and the CCSSO to conduct a comprehensive review of the state's information infrastructure

Term	Application Definition
	and ability to meet federal data collection and reporting requirements including those of the No Child Left Behind (NCLB) Act of 2001.
CEPI	Center for Educational Performance and Information
CEPI Customer Support	The CEPI Help Desk Personnel. To contact, send an e-mail message to cepi@michigan.gov or call 517-335-0505, and choose option 3.
CGI	Center for Geographic Information
Certification	The process where a responsible user (role-defined) reviews and ratifies data within a given data set, indicating that to the best of their ability the data are representative for the entity. The process must include the opportunity for the user to review summary reports and/or data portraits and require the user to officially submit the data to the state for the collection.
Certified	Certified is the state of the submitted data set after certification has been completed.
Characteristics	Fields (data elements) associated with an entity (e.g., grade configuration, e-mail address, superintendent, MEAP Coordinator).
Chartering Agency	Also known as a PSA Authorizing Agency. The agency that authorizes a Public School Academy (PSA) and oversees the PSA. Every PSA must be authorized by a chartering agency. A Chartering Agency may be any public university, community college, K-12 LEA or ISD.
Charter School	A public school academy (PSA) operated by a local board or management company approved by a chartering agency under the provisions of the Michigan Revised School Code, Section 501-507.
Child Care Center	Entities providing care to children. If a child care entity offers Pre- Kindergarten and Kindergarten, it may be treated as a school. If Pre- K only, then it may be a Unique Education Provider. This determination is made by the Michigan Department of Education.
Children (entities)	Entities that are related to a specific entity via the 'Belongs Within" relationship are children of that entity.
CNAP	Child Nutrition Application Program
CSV	Comma Separated Value (CSV). A file format also known as Comma Delimited. The individual data elements within each record are separated by a comma.

Term	Application Definition
Cohort	Cohort is a logical grouping or collection of related data (e.g., grades 9-12). The term cohort is related to the calculation of adequate yearly progress (AYP), graduation, and drop-out rates.
Collection	A set of common data elements and their dependencies.
Collection Interval/ Collection Period	Collection Interval/Collection Period. A length of time allocated for the submission of data specific to a set (or collection) of data.
Common Name of the School District	This field is the commonly used (shortened form) name of the school district. For example, "Royal Oak" is the commonly used name for the legal name of the School District of the City of Royal Oak.
Confirmation	The process where the user (role-defined) reviews and accepts edits or changes to data within the EEM. The system will provide the user with a summary of the requested action(s) and prompt the user to accept or reject the operation, (e.g., Confirm Entity Close).
County Code	This is the official state-assigned two-digit code number denoting the physical location of the school/school district or other entity.
CTEIS	Career and Technical Education Information System
Data Element	A named unit of data that, in some contexts, is considered indivisible and in other contexts may consist of data items. A named identifier of each of the entities and their attributes that are represented in a database. A basic unit of information built on standard structures having a unique meaning and distinct units or values.
Data Set	A data set is a group of related data elements and records that have a pre-defined set of characteristics and associated business rules. Example: A collection of records relating to an Intermediate School District.
	General description for a group (batch) of records.
	Related to a Logical grouping of fata.
	A physical file, submitted (uploaded)
	Related to a specific "Collection Period" (e.g., fiscal year)
	Governed by pre-defined business rules
Data Set Template	The Data Set Template (or Data Set Model) is the term given to the set of characteristics or attributes associated with a particular data set type.

Term	Application Definition
Data Set Type	Data Set Type is the name given to a specific data set. EEM example: My Entities.
Dates:	Dates pertaining to an Entity:
Close Date:	
Open Date:	Close Date: The date that an entity was actually closed. The Close date is unrelated to when the closing was entered into EEM. Open Date: The date that an entity was actually opened. May be earlier than the Effective date for an entity type. An Open
Effective Date:	date is unrelated to when the entity was entered into EEM. Effective Date: The date that a change to an entity, entity type, entity template, and/or a data set becomes effective. May be the same as the System date or in the future
End Date:	End Date: The date that an entity type, entity template and/or a data set becomes inactive. May be the same as the System date or in the future
System Date:	System Date: The current date
DCODE	In the legacy system, this refers to the district code. It is a unique five-digit code assigned by the Center for Educational Performance and Information to each entity within the district entity type.
Decertify/ Decertified	Decertify/Decertified is the state of a data set either prior to the certification process or due to some data error or conflict resulting from another data set submission.
Deferred Transaction	A transaction in EEM requesting an entity add, modify, or close action to be implemented on a future date.
DIT / MDIT	Michigan Department of Information Technology (DIT). DIT manages information technology for the state of Michigan.
DLEG	Department of Labor and Economic Growth
DSS	Decision Support System
EDEN	Educational Data Exchange Network (EDEN). Reports are generated by EDEN to comply with U.S. Department of Education programs.
EEM	Educational Entity Master (replaced legacy School Code Master [SCM])
ELPA	English Language Proficiency Assessment
Elementary School	An administrative unit including any single grade K- 6 or

Term	Application Definition
	combining of grades from Retention/Developmental K to fifth or sixth grade, or sometimes up to eighth. (MDE, 5/2008)
Entity	Smallest business unit that has funding, reporting and/or accountability requirements
Entity Code	A code that serves as a unique identifier for entities of a specified Entity Type. It is only unique within all entities of that Entity Type (e.g., DCODE for Districts, BCODE for Schools, Agreement Number for Non-School Recipients [NSRs], etc.)
Entity Template	The set of characteristics, or attributes, permitted relationships (with other Entity Types) and associated security settings defined for a particular Entity Type. Entity Templates in EEM define the following for a specific Entity Type: ➤ Set of characteristics with role wise permission assignments
	Set of permissible relationships with role wise permission assignments
	Set of permissible address types with role wise permission assignments
	Set of permissible contact types with role wise permission assignments
	A customizable screen layout containing the set of characteristics to serve as the data entry screen format for that Entity Type
Entity Type	Broad classification of various educational entities in EEM. EEM supports the following Entity Types:
	1. ISD District
	e.g., Livingston Educational Service Agency (District record: 47000-00000)
	2. LEA District
	e.g., Lansing Public School District (District record: 33020-00000)
	3. PSA District
	e.g., Blanche Kelso Bruce Academy (District record 82971-00000)
	4. State District
	e.g., State of Michigan Department of Corrections (District record 84020-00000)

Term	Application Definition
	5. ISD School
	e.g., Pathway School (47000-03613)
	6. LEA School
	e.g., Eastern High School (33020-01044)
	7. PSA School
	e.g., Blanche Kelso Bruce Academy - Connor (82971- 09142)
	8. Nonpublic School
	e.g., Emmanuel First Lutheran School (33020-04720)
	9. State School
	e.g., Michigan School for the Deaf (84050-02548)
	10. Other School
	No current entries (Future use)
	11. State Unique Education Provider (formerly Program)
	e.g., Alger Maximum Correctional Facility (84020-09211))
	12. ISD Unique Education Provider
	e.g., Community Based Early Childhood Services (47000-09440)
	13. LEA Unique Education Provider
	e.g., Harley Franks Early Childhood Center (33020-09834)
	14. PSA Unique Education Provider
	e.g., Health Careers Academy of St. Clair County (74901-08307)
	15. Nonpublic Unique Education Provider
	No current entries (Future use for "program" type entities)
	16. Other Unique Education Provider
	No current entries (Future use for "program" type entities)
	17. State Non-School Recipient
	e.g., from MEGS/CNAP system: grant or food service sponsors)

Term	Application Definition
	18. ISD Non-School Recipient
	e.g., from MEGS/CNAP system: grant or food service sponsors)
	19. LEA Non-School Recipient
	e.g., from MEGS/CNAP system: grant or food service sponsors)
	20. PSA Non-School Recipient
	e.g., from MEGS/CNAP system: grant or food service sponsors)
	21. Nonpublic Non-School Recipient
	e.g., from MEGS/CNAP system: grant or food service sponsors)
	22. Other Non-School Recipient
	e.g., Children's Action Network with agreement code; independent day care
	23. State Non-Instructional Ancillary Facility
	No current entries (Future use possibility: maintenance, transportation, etc.)
	24. ISD Non-Instructional Ancillary Facility
	e.g., Winding Brook Conference Center (29000-09189)
	25. LEA Non-Instructional Ancillary Facility
	e.g., Transportation Center (04010-09036)
	26. PSA Non-Instructional Ancillary Facility
	No current entries (Future use possibility: maintenance, transportation, etc.)
	27. Nonpublic Non-Instructional Ancillary Facility
	No current entries (Future use possibility: maintenance, transportation, etc.)
	28. Higher Ed Non-Instructional Ancillary Facility
	No current entries (Future use possibility: maintenance, transportation, etc.)
	29. Other Non-Instructional Ancillary Facility
	No current entries (Future use possibility: maintenance,

Term	Application Definition
	transportation, etc.)
	30. Higher Education College/University
	e.g., MSU, LCC, Phoenix University, University of Detroit- Mercy)
	31. Higher Education Department/School
	e.g., School of Journalism, College of Education, etc.)
	32. Independent Technical School
	No current entries (e.g., Trade schools; postsecondary)
Entity Type Category	Category for classifying Entity Types: The valid categories are ISD, LEA, PSA, Nonpublic, Higher Education, State and Other. All the 32 Entity Types are classified under one of these categories.
Entity Type Group	Another form of entity classification based primarily on function. The valid Entity Type Groups are College/University, Department/School, District, Independent Technology, Non-Instructional Ancillary Facility (NIAF), School, Unique Education Provider (UEP). All 32 entity types are also classified under one of these groups, e.g., ISD School, LEA School, PSA School, Nonpublic School, etc.
FID	Financial Information Database
FNSFRS	Food Nutrition System Financial Reporting System
Future Effective Date	Date a change/add/deactivation occurs. See Also: Dates
GAD	Graduation/Drop Out Review and Comment Application
GCMRS	Grants Cash Management and Reporting
GIS	Geographic Information System
Geographic Location	This field denotes the geographical location (LEA district) in which certain entity types are located. Example: Although a PSA district is its own district, it is also geographically located within a specific LEA district.
Graded	Indicates whether an entity offers specific grades.
Grades	Identifies an entity that has grade levels located in the facility. Examples: Kindergarten, First GradeTwelfth Grade
Grouping	A filtered set of entities based on one or more characteristics

Term	Application Definition
	(e.g., grouping of entities having a particular REMC Code).
High School	An administrative unit including any single grade or combination of grades from ninth grade through twelfth grade. (MDE, 5/2008)
Independent Technical School	Proprietary schools in Michigan that teach a trade, occupation or vocation, usually to individuals beyond the high school level, are required to be licensed by State law. There are currently over 360 schools licensed in the State of Michigan. In addition, 28 out-of-state schools have been authorized to recruit Michigan students. www.michiganps.net (These entities are not currently recorded in the Educational Entity Master.)
IHE College or University	Institution of Higher Education (i.e., college or university; degree-granting). (MDE, 5/2008)
IHE Department/School	This entity is a unit within a Higher Education Institution, e.g., School of Agriculture, College of Education, Journalism Department at a College or University. (Not currently listed in the Educational Entity Master) (MDE, 5/2008)
ISD/ESA	Intermediate School Districts (ISD) / Educational Service Area (ESA). Intermediate School District as established under Part 7 of the Revised School Code. (MDE, 5/2008)
ISD/ESA Code	This number is the official state-assigned two-digit number for the Intermediate School District or Educational Service Area.
ISD School or Unique Education Provider	A school or unique education provider that is associated with an Intermediate School District (e.g., Lutz School for Work Experience, Kent Career Technical Center).
LDAP	Lightweight Directory Access Protocol (LDAP) is an Internet protocol that e-mail and other programs use to look up information from a server.
Local Education Agency (LEA) District	The Local Education Agency (LEA) is a public school district (excludes charter school districts). A school district as defined under 380.6 and as organized under MCL 380.11a (general powers school district) or under Part 6 (district of the first class). (MDE, 5/2008)
LEA School	A school that is associated with an LEA District (excludes Public School Academies).
LEP	Limited English Proficiency (LEP) references a person who does not speak English as his or her primary language and who has a limited ability to read, speak, write, or understand English.

Term	Application Definition
Library Data set	A statewide data set which has been predefined. The School Code Master (SCM) describes these as legacy data sets (e.g., State.dbf, ISD.dbf). Fields are defined by the Entity Models/Templates associated with the Entities currently in the SCM. These Data sets are not maintainable by the State Administrator.
LDS	Longitudinal Data System.
Longitudinal Tracking	Linking data over more than one year to be able to follow data on an entity or student over a period of years.
Magnet School	A magnet school is a special school designed to attract students of different backgrounds for the purpose of reducing, preventing, or eliminating isolation, and/or to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).
MDE	Michigan Department of Education
MDIT	Michigan Department of Information Technology
MDMB or DMB	Michigan Department of Management and Budget
MDOC School	Michigan Department of Corrections entity that offers educational services and must report students
MEAP	Michigan Educational Assessment Program
MEGS	Michigan Electronic Grant System
MEIS	Michigan Education Information System (MEIS). The MEIS is the authentication system whereby an authorized user with the appropriate permission creates an account in MEIS. The individual can then apply to access individual applications using his/her MEIS login name and MEIS password.
MI-Access	Michigan's Alternative Assessment Program
MICIS	Michigan Compliance Information System
Middle/Early College	A middle/early college provides both a high school education as well as up to 60 college credits. Middle/early colleges typically involve more than one educational entity providing instructional services. Completion includes a high school graduation diploma and an associate's degree and typically takes five years to complete both.
Middle School	An administrative unit including any single grade or

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Term	Application Definition
	combination of grades usually from fifth grade through ninth grade. (MDE, 5/2008)
Minor Civil Division	An attribute of a physical address returned by CGI. <i>Minor Civil Divisions (MCDs)</i> are the primary governmental or administrative divisions of a county in many states. MCDs represent many different kinds of legal entities with a wide variety of governmental and/or administrative functions. MCDs include areas variously designated as American Indian reservations, assessment districts, boroughs, election districts, gores, grants, locations, magisterial districts, parish governing authority districts, plantations, precincts, purchases, supervisor's districts, towns, and townships. The Census Bureau recognizes MCDs in 28 states, Puerto Rico, and the Island Areas. The District of Columbia has no primary divisions, and is considered equivalent to an MCD for statistical purposes (it is also considered a state equivalent and a county equivalent). 3 -62
	In some states, all or some incorporated places are not part of any MCD. These places also serve as primary legal subdivisions and have a unique FIPS MCD code that is the same as the FIPS place code. In other states, incorporated places are part of the MCDs in which they are located, or the pattern is mixed—some incorporated places are independent of MCDs and others are included within one or more MCDs.
	The MCDs in 12 states (Connecticut, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Wisconsin) also serve as general-purpose local governments that generally can perform the same governmental functions as incorporated places. The Census Bureau presents data for these MCDs in all data products for which place data are provided.
MiPHY	Michigan Profile for Healthy Youth
MSDS / Michigan Student Data System	Michigan Student Data System (SDS). The SDS is the new application replacing the Single Record Student Database (SRSD) system.
NCES	National Center for Education Statistics
NCES Number	The U.S. Department of Education, National Center for Education Statistics assigned number used for reporting educational data.
NCLB	No Child Left Behind Act of 2001: a Federal Compliance mandate. NCLB is the current version of the Elementary and Secondary Education Act.

Term	Application Definition
Non-Instructional Ancillary Facility	This entity does not provide instruction but is affiliated with the LEA, ISD, PSA, State, or Other and does get an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center, treatment center. (MDE, 5/2008)
Non-Parent (entity)	An entity that as per the Entity Type Hierarchy cannot be designated as a parent entity by another entity via the 'Belongs Within' relationship.
Nonpublic School (NPS)	Nonpublic school or private school that is not administered by a public (or LEA) school district, but may receive public school services based upon Michigan Compiled Laws. A private, denominational, or parochial school. MCL 380.5 (4). (MDE, 5/2008)
Non-School Recipient	This entity is not a school or a unique education provider, but receives monies of some kind through the Michigan Electronic Grants System (MEGS) [517-373-1806; MEGS@michigan.gov] or Cash Management System (CMS) [517-335-0534; MDE-cms@michigan.gov]. Examples: Community Action Agencies, Soup Kitchens, Day Care Centers. (MDE, 5/2008)
OES	Office of Enterprise Security, a division of the Michigan Department of Information Technology (MDIT).
Official Name of Entity	This field denotes the official or legal name of the school or school district. For example, the official name of Royal Oak Schools is the School District of Royal Oak.
	Note: In order to change the Official Name of a School District (ISD or LEA), a copy of the Board of Education Minutes at which the name change was approved must be forwarded to the EEM administrator.
Other – EEM	Private and not for profit (i.e., 501C3) entities unrelated to Michigan Department of Education schools/districts. (MDE, 5/2008)
Parent	An entity that as per the Entity Type Hierarchy can be designated as a parent by other entities via the 'Belongs Within' relationship.
PEPE	Primary Education Providing Entity (PEPE): An entity that bears primary accountability for a student's educational outcomes; can be a school or a unique education provider.
Public School	Public School Academy (PSA) District. A PSA is a charter

Term	Application Definition	
Academy (PSA) District	school district (excludes LEA District). A public school academy established under part 6a of the Revised School Code; also includes an urban high school academy established under part 6c, and a strict discipline academy established under sections 1311b to 1311l. MCL 380.5(7). (MDE, 5/2008)	
PSA Chartering Agency Code	This is the code number of the agency that charters or authorizes a Public School Academy (PSA). In the case of school districts or intermediate school districts, the first five numbers reflect the district or ISD code numbers. In the case of universities and colleges, the last six digits reflect the Federal Interagency Committee on Education (FICE) code.	
PSA School	The school(s) associated with the Public School Academy (PSA) District; independent of local educational agency (LEA) district. Must have an authorizing agency; May have a management company; Public School Academy is synonymous with Charter school. Authorizing agency must be a public educational institution (current universities, community colleges, LEA, ISD). See Charter School definition.	
REMC	Regional Educational Media Center	
REP	Registry of Educational Personnel	
Role-Based Access Control	Role-based access control (RBAC) is a method of regulating access to computer or network resources based on the roles of individual users within an enterprise. In this context, access is the ability of an individual user to perform a specific task, such as view, create, or modify a file. Roles are defined according to job competency, authority, and responsibility within the enterprise. When properly implemented, RBAC enables users to carry out a wide range of authorized tasks by dynamically regulating their actions according to flexible functions, relationships, and constraints. This is in contrast to conventional methods of access control, which grant or revoke user access on a rigid, object-by-object basis. In RBAC, roles can be easily created, changed, or discontinued as the needs of the enterprise evolve, without having to individually update the privileges for every user.	
SAMS	State Aid Management System	
School	A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is	

Term	Application Definition	
	 operated by a primarily publicly funded education entity (Michigan Department of Education (MDE), Intermediate School District (ISD), Local Education Agency (LEA), Public School Academy (PSA) and has ALL of the following characteristics: An administrator (principal) who reports directly to the entity's chief executive officer (i.e., superintendent). Teachers responsible for educating a specific set of students. Students Receives a state issued Michigan School Report Card. (The 	
	Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle schools, and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.)	
	School for all other entities (State Agency, Nonpublic, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics: • Administrator • Teachers • Students	
	(MDE, 5/2008)	
SCM / School Code Master	School Code Master (SCM). The SCM is the state's former database of school directory information for public and registered nonpublic educational entities. It contained the official identification numbers and contact information for the educational systems in Michigan. The existing SCM has been replaced by the EEM (Educational Entity Master).	
School District Number	The School District Number, usually referred to as District Code (DCODE), is the official state-assigned, five-digit code for a local education agency, intermediate school district, or public school academy.	
SCM Number	See Entity Code. The School Code Master (SCM) Number (aka School/Facility Number, Building Code [BCODE], or Building Number). These codes are the state assigned five-digit numbers in the official School Code Master (SCM) used to identify a school or another educational entity and is now referred to as entity code the EEM.	
Shared Educational Entity	A Shared Educational Entity (SEE) is a group of two or more entities that have a business relationship to deliver a particular educational service or program. Any Educational Entity can be	

Term	Application Definition	
	flagged as a Shared Educational Entity in EEM. Once flagged, EEM will allow entities of any other type to be linked to the SEE as its "members."	
SID	School Infrastructure Database	
SIF	Schools Interoperability Framework (SIF). SIF refers to a standardized system of reporting educational data being developed so that various data systems, such as state and federal, can "talk" to one another. A central feature is using common data elements with common names. The SIF Zone Integration Server configuration facilitates the web services automated data exchange between local districts and the state.	
SIRS	Schools Immunization Recordkeeping System	
Snapshot	A snapshot is a view of a specific set of data at a specified point in time. A snapshot can be viewed and/or exported.	
SoM	State of Michigan	
State District	State of Michigan District. This district is an administrative entity for a particular state department's/agency's educational facilities (e.g., Michigan Department of Corrections).	
State School	State of Michigan School. A statewide school that can accept the students, with appropriate approval, from any other entity. The Michigan School for the Deaf is an example of a State School.	
SRSD	Single Record Student Database (SRSD). The existing SRSD will be replaced by the MSDS (Michigan Student Data System).	
Submission	A set of collections during a specified date range.	
Title 1	A federal program that provides financial assistance to local schools with high numbers or percentages of poor students. Assistance is administered through the state. Source: US Department of Education, Title 1, Part A	
Title 1 SES	Title 1 Supplemental Educational Services	
Unique Education Provider (UEP)	A Unique Education Provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or it provides support education Pre-Kindergarten (Pre-K) through grade 12, or adult education services. Generally it has:	
	Administrator, supervisor, coordinator, or director who reports to a principal or another administrator	

Term	Application Definition	
	 Teachers who may have special endorsements beyond those normally required for Pre-K – 12 	
	Students who select to attend or are referred by another public agency/school	
	Students who are not necessarily in full-time attendance	
	The location does not administer these state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments.	
	The location does not offer a Michigan Merit diploma (if grades 9-12)	
	Supplements or is a primary legal entity receiving funds through MDE (i.e., Nonpublic School, Private School, Other State Agency, Higher Education Institution, Other Recipient of Funds through MDE). (MDE, 5/2008)	
User Profile	A User Profile is a point in time set of roles granted to the user to access system functions enabled for those roles and access the data as an authenticated user for the set of entities assigned to the profile.	
	An end user may be granted multiple profiles based on the scope of system functionality and breadth of data access he/she needs, but only one profile may be active at any time in a user session.	
	When accessing data for entities outside of the profile, the permissions assigned to the "Public User" role will be enforced.	
	When accessing data for entities within the profile, access to every entity characteristic is granted as per the least restrictive permissions among the roles within the active profile, and therefore the permissions may vary among entity characteristics.	
	If data for certain entities are to be accessed as per the permissions of specific roles, then those roles and the entities to which the roles apply should be configured as a separate profile.	
Validation	The process where a client (user or system) compares data	

Term	Application Definition
	within a submitted data set to data in a different data set or system, to determine if the data meets expectations.
WCER	Wisconsin Center for Education Research. A portion of the funding for the EEM-MSDS project comes from a Federal Longitudinal Data Systems (LDS) Grant awarded to Michigan and Tri-State partners: Wisconsin, Minnesota and the WCER.
XML	Extensible Markup Language (XML). XML is a specification developed by the W3C. XML is a pared-down version of SGML, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations. XML is one of the preferred formats for data exchange for the EEM/SDS project.

Entity Characteristics List

Characteristic Name	Description	Additional Information
Accepts Students From	This will be a list of Entity Types that are allowed to submit data to this Entity (e.g., MSDB accepts student data from any ISD District, LEA District, PSA District).	This field should only be used with MSD and MSB-LIO records. If you have questions, contact CEPI at cepi@michigan.gov or 517-335-0505, option 3.
Accountable for AYP	This characteristic designates whether or not an entity is Accountable for AYP. The data are provided by the state of Michigan.	If you have questions, contact: Paul Bielawski, MDE/OEAA, bielawskip@michigan. gov, 517-373-1342.
ACT Test Center Code	The six-digit test center code assigned by ACT for the Michigan Merit Exam test center. These data are entered by MDE.	These data are entered by MDE. If you have questions, contact: Peg Manning, MDE/OEAA, manningp1@michigan .gov or call 517-373-0893.
Agreement Number	This is the agreement number (formerly referred to as the recipient code) used by the Budget and Grants Office of the Michigan Department of Education. This will be uploaded by MDE. The EEM system will assign 9-digit agreement numbers to new entities.	If you have questions, contact: Andy DeYoung, MDE, deyounga@mi.gov, 517-373-1806; CEPI at cepi@michigan.gov or 517-335-0505, option 3.
Alternative Services for Suspended/Expel led Students	02 = The school/Unique Education Provider does not accept suspended or expelled students. 05 = The school/Unique Education Provider provides services to suspended and expelled students from the home district only. 11 = The school/Unique Education Provider provides services to suspended and expelled students from the home district and other school districts. This field compiles information on schools and Unique Education Providers that provide services for suspended and expelled students. This must be	If you have questions, contact: Robert Higgins, MDE, higginsr@michigan.go v, or call 517-241-4284.

Characteristic Name	Description	Additional Information
	reported by all districts for all schools and Unique Education Providers.	
AVP Status	These data are provided by the Office of Educational Assessment and Accountability (OEAA). 0 = School did not meet AYP for the first time in a subject. Federal requirements do not start until the school does not meet AYP for two consecutive years in the same subject. School is not identified for improvement. 1 = School Improvement - School must offer choice and transportation. 2 = Continuing School Improvement - School must offer choice, transportation, and supplemental services. 3 = Corrective Action - School must continue choice, transportation, supplemental services, and take further corrective action. 4 = Restructuring - School must continue choice, transportation, supplemental services, and develop a plan to restructure the school. 5 = Implement Restructuring Plan - School must continue choice, transportation, supplemental services, and implement restructuring plan. 6-98 = Extended Implementation - School must continue restructuring plan; monitors will seek evidence of improved results. Choice, transportation, and supplemental services must be offered. 99 = AYP Advisory - This is a new school that did not have MEAP data prior to 2004. This school is given an advisory status because data are not available for safe harbor comparison or for multiple year averaging. Phase Greater than 0 and Met AYP = School made AYP this year but did not make AYP last year. School is still identified for improvement and continues in current AYP phase. If school makes AYP for a second consecutive year, it will no longer be identified for improvement. Phase will return to 0. Phase 0 and Did Not Make AYP = School is in the first year of not making AYP and has not yet been identified for improvement. The school does not make AYP in the same content area for the next year as well.	If you have questions, contact: Paul Bielawski, MDE/OEAA, bielawskip@michigan. gov or call 517-373-1342.
AYP Status	This entity met or did not make Adequate Yearly Progress according to No Child Left Behind	If you have questions, contact: Paul

Characteristic Name	Description	Additional Information
Name	regulations. The data are provided by the state of Michigan.	Bielawski, MDE/OEAA, bielawskip@michigan. gov or call 517-373- 1342.
AYP Year Updated	The school year for which the entity's AYP status is recorded. The data are provided by the state of Michigan.	If you have questions, contact: Paul Bielawski, MDE/OEAA, bielawskip@michigan. gov or call 517-373-1342.
Billed Entity Number (BEN) Code	There should be at least one Billed Entity Number (BEN) code per school district since the district is responsible for paying bills. The other buildings in a district also have codes (sometimes referred to as Entity Number, but in this case, as BEN code). This field must be unique among open entities. There can be a closed entity with the same number as an open entity. These data are provided by MDE/DIT.	If you have questions, contact: Jeannine Hurley, MDE/DIT, hurleyj@michigan.gov, or call 517-241-0898.
Chartering Agency	This is the educational entity that issues a Public School Academy (PSA) charter. This characteristic will indicate whether or not this entity is an authorized chartering agency. These data are provided by the Michigan Department of Education. Chartering Agency Code -Chartering Agency Name 03000000000 Allegan Area ESA 0000666817 Bay Mills Community College 0900000000 Bay-Arenac ISD 0000002243 Central Michigan University 1600000000 COP ESD 8201000000 Detroit City School District 000002259 Eastern Michigan University 4101000000 Grand Rapids Public Schools 000002268 Grand Valley State University 820700000 Highland Park City Schools 3000000000 Kalamazoo RESA 000002276 Kellogg Community College 0000002293 Lake Superior State University 5000000000 Macomb ISD 5107000000 Manistee Area Schools 51000000000 Manistee ISD	If you have questions, contact: Kim Sidel, MDE/PSA, sidelk@michigan.gov, or call 517-373-3345; CEPI Contact: cepi@michigan.gov, or call 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	5600000000 Midland County ESA 0000002301 Northern Michigan University 0000002307 Oakland University 700000000 Ottawa Area ISD 7300000000 Saginaw ISD 000002314 Saginaw Valley State University 8208000000 School District of the City of Inkster 7400000000 St. Clair County RESA 0000002328 Washtenaw Community College 8100000000 Washtenaw ISD 8200000000 Wayne RESA 0000002329 Wayne State University 4102600000 Wyoming Public Schools	
Chartering Agency Code	These data are provided by MDE. This is the ten position code number of the agency that charters a Public School Academy. In the case of school districts or intermediate school districts, the first five numbers reflect the LEA district or ISD district code. The next five digits are zeros. In the case of universities or colleges, the first four digits are zeros and the last six digits reflect the Federal Interagency Committee on Education (FICE) code. This code will be entered by the state of Michigan PSA Approver. Chartering Agency Code - Chartering Agency Name 0300000000000000000000000000000000000	If you have questions, contact: Kim Sidel, MDE/PSA, sidelk@michigan.gov, or call 517-373-3345; CEPI Contact: cepi@michigan.gov, or call 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	730000000 Saginaw ISD 0000002314 Saginaw Valley State University 8208000000 School District of the City of Inkster 7400000000 St. Clair County RESA 0000002328 Washtenaw Community College 8100000000 Washtenaw ISD 8200000000 Wayne RESA 000002329 Wayne State University 4102600000 Wyoming Public Schools	
Class Schedule	This denotes school or school district session types offered at this entity. Full school year Semester Trimester Quarter Summer Term	Local authorized user checks the appropriate box(es). If you have questions, contact: CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Closed - Never Opened	This characteristic denotes that an entity code was assigned to the entity in advance, but the entity never opened. This could have happened due to a change in plans by the district or because of an error due to a variety of reasons (e.g., miscommunication) at the district level.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
College/ University Type	This characteristic defines what type of college or university this entity represents. More than one type can be assigned to a single entity. The user will select the type from a list of valid types: Public two year Public four year Independent Tribally controlled	If you have questions, contact: Patty Hill, Michigan Department of Treasury: hillpl@michigan.gov; 800-642-5626, ext. 36051 or 517-373-6051.
Common Name	This field is the commonly used (shortened form) name of the entity. For example, Royal Oak is the commonly used name of the School District of the City of Royal Oak. This common name is assigned by CEPI.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Contract	The agreement between the chartering agency and the charter school (Public School Academy or Academies). This characteristic is managed by MDE/OSI-PSA.	If you have questions, contact: Kim Sidel, MDE/PSA, sidelk@michigan.gov, or call 517-373-3345.
County Code	This is the official state-assigned two-digit code number denoting the physical county location of the	System/County Table. If you have questions,

Characteristic Name	Description	Additional Information
Name	entity. 01 Alcona County 02 Alger County 03 Allegan County 04 Alpena County 05 Antrim County 06 Arenac County 07 Baraga County 08 Barry County 09 Bay County 10 Benzie County 11 Berrien County 12 Branch County 13 Calhoun County 14 Cass County 15 Charlevoix County 16 Cheboygan County 17 Chippewa County 18 Clare County 19 Clinton County 20 Crawford County 21 Delta County 22 Dickinson County 23 Eaton County 24 Emmet County 25 Genesee County 26 Gladwin County 27 Gogebic County 28 Grand Traverse County 29 Gratiot County 30 Hillsdale County 31 Houghton County 32 Huron County 33 Ingham County 34 Ionia County 35 Iosco County 36 Iron County 37 Isabella County 38 Jackson County 39 Kalamazoo County 40 Kalkaska County 41 Kent County 42 Keweenaw County 43 Lake County 44 Lapeer County 45 Leelanau County 46 Lenawee County 46 Lenawee County 47 Leelanau County 48 Leelanau County 49 Leelanau County 40 Leelanau County 40 Leelanau County 41 Lepaere County 41 Lepaere County 42 Lepaere County 43 Leelanau County 44 Lepaere County 45 Leelanau County 46 Lenawee County	Information contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	47 Livingston County 48 Luce County 49 Mackinac County 50 Macomb County 51 Manistee County 52 Marquette County 53 Mason County 54 Mecosta County 55 Menominee County 56 Midland County 57 Missaukee County 58 Monroe County 59 Montcalm County 60 Montmorency County 61 Muskegon County 62 Newaygo County 63 Oakland County 64 Oceana County 65 Ogemaw County 66 Ontonagon County 67 Osceola County 68 Oscoda County 69 Otsego County 70 Ottawa County 71 Presque Isle County 72 Roscommon County 73 Saginaw County 74 St. Clair County 75 St. Joseph County 76 Sanilac County 77 Schoolcraft County 78 Shiawassee County 79 Tuscola County 80 Van Buren County 81 Washtenaw County 82 Wayne County 83 Wexford County	
CTE	This characteristic is set by the MDE/OCTE. This characteristic is an indication that the entity offers career and technical educational services as recognized by the Office of Career and Technical Education at the Michigan Department of Education. (Jill Kroll, OCTE, krollj1@michigan.gov)	If you have questions, contact: Jill Kroll, MDE/OCTE, krollj1@michigan.gov; 517-241-4354.
Current Status of Entity	This characteristic denotes the open/closed status of the entity:	If you have questions, contact CEPI:

Characteristic	Description	Additional
Name	Open - Active. The entity is open and in operation. Open - Pending. Entity code has been assigned; the entity is scheduled to open at a future date. Open - Under construction/remodeling. The entity is open or expected to reopen after completion of the construction or remodeling; the original code remains open. Open - Vacant. The entity is not currently in use, but the owner (school district) still reports on the entity. Close – Pending (still open-active). The entity is expected to close and has a transaction pending for a future date. Closed - Never opened. An entity code was issued in anticipation of opening, but the entity never opened; the entity code is closed. Closed. The entity is closed.	Information cepi@michigan.gov; 517-335-0505, option 3.
Do Not Assess	This flag is set by the Office of Educational Assessment and Accountability (OEAA) for entities that are not to have assessments sent to them.	If you have questions, contact: Tina Foote, MDE/OEAA, footet@michigan.gov; 517-335-7172.
Early Childhood Program Participation	The entity authorized user designates one or more Early Childhood Programs in which the entity participates: Head Start: Children 3 through 5 years of age served in school districts by local grantees or delegates of the federal Head Start program. Intended to serve children whose family income is at or below federal poverty guidelines. Child Care: Title I Preschool: Program for children who are not yet age-eligible for kindergarten in districts that provide services utilizing Title I, Part A of the Elementary and Secondary Education Act (ESEA), as long as they follow current rules for preschool services under Title I. Even Start: Children birth to kindergarten entry in programs that integrate early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program. Funding is through Part B (subpart 3) of Title I of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act.	If you have questions, contact: Gary Schafer, MDE, schaferg@michigan.g ov; 517-335-2875.

Characteristic Name	Description	Additional Information
	Great Start Readiness Program: Center-based preschool or home-based GSRP services for children the age of 4 by December 1. Preschool-age children in programs for 4-year-olds who may be at risk of school failure. Each child must have two of the 25 identified risk factors; more than 50 percent of the children must be low income. Funded under the State School Aid Act, Section 32d, 37-40 or through a competitive Great Start Readiness Program grant.	
	Great Parents Great Start: Children birth to age 5 whose parents are receiving intensive parenting services through intermediate school district activities. Funded under the State School Aid Act, Section 32j.	
	Early On/Special Education (Birth-Age3):	
	Early On (Birth-Age 3):	
	Early Childhood Special Education (Ages 3-6):	
	Out of School Programs/Services:	
	Tuition-Based Before- and/or After-School Program:	
	Other Before- and/or After-School Program:	
	21st Century Community Learning Centers:	
	Tuition-Based Pre-School: Children birth-to-kindergarten entry in a classroom program provided through a regular or community education program. Parents pay tuition to enroll their children; child-care reimbursement may be provided by Human Services or scholarships.	
	Ages 0-3 Secondary Prevention: Children receiving services that are designed to foster positive parenting skills, improve parent/child interaction, promote access to needed community services, increase local capacity to serve families at risk, improve school readiness, and support healthy family environments that discourage alcohol, tobacco, and other drug use. Managed by the Children's Trust Fund. Interagency funding, including Section 32c of the State School Aid Act.	
	Early Head Start: Children from birth to age three served in school districts by local grantees of the federal Head Start program.	
	Other: Other district-sponsored programs not defined	

Characteristic Name	Description	Additional Information
	above. Free, comprehensive programs not operated with state or federal funds.	
EDEN Notification Flag	For internal use only; notification to EDEN/CCD Manager that this entity needs to be reviewed.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Education Service Provider Name	This is the for-profit or nonprofit corporation hired to operate all or part of a Public School Academy. Acceptable values: corporate name or none. These data are provided by the MDE/OSI, PSA program office.	If you have questions, contact: Kim Sidel, MDE/OSI-PSA, sidelk@michigan.gov, or call 517-373-3345.
Educational Setting Button	This field identifies the educational setting(s) for which this entity is authorized to provide instruction and actually provides instruction. At least one setting must be chosen, but all that apply should be selected. This characteristic can have multiple values (both actual and authorized). Selectable values: General Education (GenEd): Grades K-12. A public elementary/secondary school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum. Pre-Kindergarten (PK): A national technical term for a state-funded preschool program for children one or two years before kindergarten entry. Pre-K associated with ISD/LEA districts must be reported in EDEN. Alternative Education (Alt): An entity that addresses the needs of students that typically cannot be met in a regular school program. The entity provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education. Special Education (SpecEd): "Special education means specially designed instruction, at no cost to the parents, to meet the unique educational needs of the student with a disability and to develop the student's maximum potential. Special education includes instructional services defined in R 340.1701b(a) and related services." (MARSE R 340.1701c(c) (Sheryl Diamond, MDE OSE-EIS, diamonds@michigan.gov)	The entity authorized user first clicks the authorized educational settings and then the actual authorized settings for this entity. If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	Special Education Center Program (SpecEdCtPr): MDE: State School Aid Act, 388.1606, Additional Definitions: Sec. 6. (1) "Center program" means a program operated by a district or intermediate district for special education pupils from several districts in programs for pupils with autism spectrum disorder, pupils with severe cognitive impairment, pupils with moderate cognitive impairment, pupils with severe multiple impairments, pupils with hearing impairment, pupils with visual impairment, and pupils with physical impairment or other health impairment. Programs for pupils with emotional impairment housed in buildings that do not serve regular education pupils also qualify. Unless otherwise approved by the department, a center program either shall serve all constituent districts within an intermediate district or shall serve several districts with less than 50% of the pupils residing in the operating district. In addition, special education center program pupils placed part-time in noncenter programs to comply with the least restrictive environment provisions of section 612 of part B of the individuals with disabilities education act, 20 USC 1412, may be considered center program pupils for pupil accounting purposes for the time scheduled in either a center program or a noncenter program. Adult Education (AdultEd): Instruction provided to adult students that is geared toward earning a high school diploma or GED, improving reading, writing, and/or math skills, learning English, earning citizenship, increasing family literacy, and gaining or improving employment. Licensed Boarding School (Boarding): Revised School Code, Section 3 (MCL 380.3(4)), "Boarding school" means a place accepting for board, care, and instruction 5 or more children under 16 years of age. Section 1335 (MCL 380.1335) requires that the State Board of Education shall license and regulate boarding schools. Boarding schools that meet the requirements of R. 340.481 et seq. of the Michigan Administrative Code are issued licenses by the Su	

Characteristic Name	Description	Additional Information
	residential facility that is operated primarily for the care of children who have been adjudicated as delinquent or in need of supervision. The Part D, Subpart 1, State Agency Neglected and Delinquent (N and D) program provides formula grants to SEAs for supplementary education services to help provide education continuity for children and youths in state-run institutions for juveniles and in adult correctional institutions so that these youths can make successful transitions to school or employment once they are released. Funds are allocated by formula to SEAs, which make subgrants to the state agencies responsible for educating neglected or delinquent children and youths. To be eligible for state N and D funds, juvenile institutions must provide 20 hours a week of instruction from nonfederal funds; adult correctional institutions must provide 15 hours. The Subpart 2 Local Education Agency Program requires each SEA to reserve from its Title I, Part A, allocation, funds generated by the number of children in locally operated institutions for delinquent youths. Funds are awarded to LEAs with high proportions of youths in local correctional facilities to support dropout prevention programs for at-risk youths. (Becky Pennington, MDE/OSI, penningtonb@mi.gov, 517-373-4006; Judy Thelen, MDE/OSI, thelenj8@mi.gov, 517-373-4006; Judy Thelen, MDE/OSI, thelenj8@mi.gov, 517-335-1266)	
	Neglected Institution (Negl): A public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution, or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians. The Part D, Subpart 1, State Agency Neglected and Delinquent (N and D) program provides formula grants to SEAs for supplementary education services to help provide education continuity for children and youths in state-run institutions for juveniles and in adult correctional institutions so that these youths can make successful transitions to school or employment once they are released. Funds are allocated by formula to SEAs, which make subgrants to the state agencies responsible for educating neglected or delinquent children and youths. To be eligible for state N and D funds, juvenile institutions must provide 20 hours a week of	

Characteristic Name	Description	Additional Information
	instruction from nonfederal funds; adult correctional institutions must provide 15 hours. The Subpart 2 Local Education Agency Program requires each SEA to reserve from its Title I, Part A, allocation, funds generated by the number of children in locally operated institutions for delinquent youths. Funds are awarded to LEAs with high proportions of youths in local correctional facilities to support dropout prevention programs for at-risk youths. (Becky Pennington, MDE/OSI, penningtonb@mi.gov, 517-373-4006; Judy Thelen, MDE/OSI, thelenj8@mi.gov, 517-335-1266)	
	Residential Child Care Institution (RCCI) or Youth Home (RCCI): A child caring facility which provides 24-hour care. These are residences for neglected or delinquent children. In the case of the Michigan Department of Education, Office of School Improvement, these are identified as those that participate in the National School Lunch Program (NSLP). Those that do not participate may/may not be included in the EEM. Some RCCIs are schools or programs, run by an LEA or ISD school district. Some are classified in the EEM as Other Schools or Programs, not affiliated with an LEA or ISD school district.	
	Juvenile Detention Facility (JuvDtn): A detention facility for juvenile delinquents who have been placed there by court order.	
	Middle/Early College (MidEarColl): Early college high school or middle college means a public high school designed to allow a pupil to earn a high school diploma and an associates degree or up to two years of transferable college credits. (MCL 388.522)	
	Virtual School (Virtual): This school or university delivers online education and training opportunities by providing convenient and cost-effective e-learning. Non-School Child Nutrition Sponsor (ChildNutr): These are agencies that participate in the USDA sponsored Child Nutrition Programs (CACFP, SCSM, SFSP, TEFAP and CSFP) where formal instruction is not mandated.	

Characteristic Name	Description	Additional Information
	Independent Private Grantee (IndPriGran): This entity is not a part of a public school district but receives grant funds.	
	Locked-Down School (Locked): This entity restricts student movement.	
	School-Based Health Center (HealthCtr): School Based Health Centers are comprehensive primary health care clinics operating on school property for children and youth. Clinical Services are typically overseen by a Health System, Local Health Department, or Federally Qualified Health Center Family Resource Center (FamResCtr): Department of Human Services (DHS) workers deliver services on-	
	site at school.	
	Schools of Choice Offered (SchlChoice): The schools of choice provisions in Section 105 and 105c of the State School Aid Act are designed to allow local school districts to enroll nonresident students and count them in membership without having to obtain approval from the district of residence. Each local school district decides whether or not it will participate in schools of choice under Section 105 and/or 105c. A school can participate in 105 without participating in 105c. A school cannot participate in 105c without participating in 105. Web site: http://www.michigan.gov/mde/0,1607,7-140-6530_30334-106922,00.html Faith-Based Institution (Faith): This characteristic denotes whether or not the entity has a religious aspect or focus.	
Educational Settings Actual (Summary)	This is a summary of actual educational settings offered by an individual entity or a group of entities within a parent entity. This characteristic is derived by the system from the checked actual educational settings.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Educational Settings Authorized (Summary)	This is a summary of the educational settings authorized to be offered by an individual entity or a group of entities within a parent entity. This characteristic is derived by the system from the checked authorized educational settings.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
E-mail Address	This is the e-mail address for the entity or for a contact person, and it is a required characteristic.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Close Date	This characteristic is the actual closing date of the entity or the date the entity ceased to do business. Where "12/31/1900" is displayed, this is a legacy value. Either the past historical data collection system did not collect the closing date, or this entity never opened after being added to the application. This was used as a default date for closing when the date was unknown, not collected, or the entity never opened. The entity authorized user may request a closing of an entity using the closing date. The State Administrator or State Approver must approve this closing.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Code	The entity code is an identification code assigned to entities in the Educational Entity Master. This code provides a foundation link among all educational data collection applications in Michigan. Some examples of entities that have an entity code: School: A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity (Michigan Department of Education (MDE), Intermediate School District (ISD), Local Education Agency (LEA), Public School Academy (PSA) and has ALL of the following characteristics: An administrator (principal) who reports directly to the entity's chief executive officer (i.e., superintendent). Teachers responsible for educating a specific set of students. Students Receives a state issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle schools, and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.) School for all other entities (State Agency, Nonpublic,	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics: Administrator Teachers Students Unique Education Provider: A Unique Education Provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or it provide support education Pre-Kindergarten (Pre-K) through grade 12, or adult education services. Generally it has:	
	Administrator, supervisor, coordinator, or director who reports to a principal or another administrator	
	Teachers who may have special endorsements beyond those normally required for Pre-K 12	
	Students who select to attend or are referred by another public agency/school	
	Students who are not necessarily in full-time attendance	
	The location does not administer these state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments.	
	The location does not offer a Michigan Merit diploma (if grades 9-12)	
	Supplements or is a primary legal entity receiving funds through MDE (i.e., Nonpublic School, Private School, Other State Agency, Higher Education Institution, Other Recipient of Funds through MDE). Non-Instructional Ancillary Facility: This entity does not provide instruction but is affiliated with the LEA, ISD, PSA, State, or Other and does get an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center, treatment center.	

Characteristic Name	Description	Additional Information
	Non-School Recipient:	
	This entity is not a school or a Unique Education Provider, but receives monies of some kind through the Michigan Electronic Grants System (MEGS) [517-373-1806; MEGS@michigan.gov] or Cash Management System (CMS)[517-335-0534; MDE-cms@michigan.gov]. Examples: Community Action Agencies, Soup Kitchens, Independent Day Care Centers. Colleges/Universities:	
	Degree granting institutions - public two-year, public four-year, independent, tribally-controlled.	
Entity Grandparent	In most cases, this characteristic will be the intermediate school district (ISD) that services the entity.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Open Date	The entity authorized user enters this characteristic when requesting to add an entity. This characteristic denotes the actual opening date of the entity or when it begins to do business. Where "01/01/1900" is displayed, this is a legacy value. The past historical data collection system did not always collect the opening date. This was used as a default date for opening when the date was unknown or not collected.	The entity authorized user enters this characteristic when requesting to add an entity. If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Ownership	The entity authorized user chooses one from the list: Owned Commercially Leased/Rented Publicly Leased/Rented Privately Leased/Rented Non-Profit Leased/Rented Free Unknown	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Parent	Examples: A Public School Academy District is the parent of its Public School Academy School (child). An LEA district is the parent of its schools.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Retroactively	CEPI was notified that this entity was open, but CEPI was not notified prior to it opening. It was then opened	If you have questions, contact CEPI:

Characteristic Name	Description	Additional Information
Opened	in the Educational Entity Master retroactively (with a past date). This characteristic is then to be checked on this entity.	cepi@michigan.gov; 517-335-0505, option 3.
Entity Retroactively Closed	CEPI was notified after the fact that this entity was closed. It was then closed in the Educational Entity Master retroactively (with a past date). This characteristic is then to be checked on this entity.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Entity Type	This characteristic labels the entity by type (e.g., ISD school, LEA Unique Education Provider, Nonpublic School, College/University, etc.). When adding an entity, the entity authorized user will choose the type from his/her permissions list. When viewing the data, this characteristic is provided by the system.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Fax Extension	This characteristic denotes the fax extension number where applicable.	Contact the person listed in the record for further information.
Fax Number	This characteristic is the fax number of the entity.	Contact the entity if additional information is needed.
Federal Employer Identification Number (FEIN)	An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (FEIN) and is used to identify a business entity. The Internal Revenue Service assigns this nine-digit number. This characteristic is not searchable. Web site: http://www.irs.gov/businesses/small/article/0,,id=9835 0,00.html	If you have questions, contact: Deborah Roberts, DMB/MAIN System, robertsd1@mi.gov, 517-241-2432
FIPS code	Federal Information Processing Standards Code (FIPS): Example: MI,26,107, Mecosta; First two digits are state (Michigan, 26); next three digits are county FIPS. This characteristic is automatically completed by the system when the county is chosen.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Functions of Non- Instructional Ancillary Facilities	The function name that identifies one or more programs/services available at this non-instructional ancillary facility. All applicable functions should be selected. Administrative Support Transportation Plant/Facilities Maintenance Food Service Communication/Media Sports/Recreation	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	Health Services Family/Community Center Professional Training Center Agriscience/Natural Resources Education Center Treatment Center Other	
Geographical LEA District Name (Code)	The Local Education Agency (LEA) District in which the entity is located.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Grades Actual (Summary)	This is a summary of actual grades instructed by an individual entity or a group of entities within a parent entity. This characteristic is derived by the system from the checked actual grades.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Grades Authorized (Summary)	This is a summary of the grades authorized to be instructed by an individual entity or a group of entities within a parent entity. Authorization is given by the administration or chartering agency of the entity. This characteristic is derived by the system from the checked authorized grades.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Grades Button	This characteristic identifies the grade level(s) for which this entity is authorized to provide instruction and for which it actually provides instruction. The entity authorized user first clicks the grades for which the entity is authorized for instruction and then clicks the grades for which instruction is actually provided.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
	Selectable values: Retention Kindergarten (K) Full Day: First year of a two-year kindergarten program. Children attend this program at least 1098 hours/school year. It is anticipated that children enrolled in this program will not attend first grade the following school year. Common names used for these programs include: Young 5s, Developmental Kindergarten, Begindergarten.	
	Retention Kindergarten (K) Part Day: First year of a two-year kindergarten program. Children attend this program at least 549 hours/school year. It is anticipated that children enrolled in this program will not attend first grade the following school year.	

Characteristic Name	Description	Additional Information
	Common names used for these programs include: Young 5s, Developmental Kindergarten, Begindergarten	
	Kindergarten Full Day: Children attend this level at least 1098 hours/school year. A group or class that is part of a public school program, and is taught during the year preceding first grade.	
	Kindergarten Part Day: Children attend this level at least 549 hours/school year. A group or class that is part of a public school program, and is taught during the year preceding first grade. Commonly referred to as "half-day" kindergarten.	
	First Grade	
	Second Grade	
	Third Grade	
	Fourth Grade	
	Fifth Grade	
	Sixth Grade	
	Seventh Grade	
	Eighth Grade	
	Ninth Grade	
	Tenth Grade	
	Eleventh Grade	
	Twelfth Grade	
Headcount Flag	Legacy Characteristic retained from SCM v3 which is not being used in EEM.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
International Baccalaureate	Box should be checked if program is offered by the entity. An indicator if the entity offers the International	Contact the entity for more information on

Characteristic Name	Description	Additional Information
Program	Baccalaureate Program. "International Baccalaureate (IB) offers high quality programmes of international education to a worldwide community of schools. There are more than 626,000 IB students at 2,336 schools in 128 countries." Web site: http://www.ibo.org/	this characteristic. If you have other questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Locale Code	This information is obtained and entered by CEPI from an NCES file. It is not entered by the entity authorized user. Locale code is a measure of a school's location relative to populous areas. These new urban-centric locale categories serve the same purpose as the previous metro-centric categories, but are defined by a combination of their population and their distance from an urban area. There are a total of twelve urban-centric categories, organized in a two level hierarchy; the four categories of the upper level (city, suburban, town, rural) are each divided into three subcategories. (See NCES Locale Codes Appendix A for more information at http://nces.ed.gov/ccd/pdf/sl051agen.pdf.) City: Large: Territory inside an urbanized area and inside a principal city with population of 250,000 or more. City: Midsize: Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000. City: Small: Territory inside an urbanized area and inside a principal city with population less than 100,000. Suburb: Large: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000. Suburb: Midsize: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000. Suburb: Small: Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000. Town: Fringe: Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area. Town: Distant: Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.

Characteristic Name	Description	Additional Information
	Town: Remote: Territory inside an urban cluster that is more than 35 miles from an urbanized area. Rural: Fringe: Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster. Rural: Distant: Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster. Rural: Remote: Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.	
Magnet School	This characteristic denotes whether or not a school is a magnet school, which is a special school designed to attract students of different backgrounds for the purpose of reducing, preventing, or eliminating isolation, and/or to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language). (Definition from the National Center for Education Statistics) Current choices are: General Education Arts Foreign Language Gifted/Talented Language Arts Math Math/Science Media/Technology Music Performing Arts Science Other Does not apply	This is a local issue. For information, contact the entity personnel.
Migrant Education Program	The entity code of the parent for entities that offer a migrant program. This entity supports high-quality comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves. The program provides educational and support services to migrant children and youth through both regular school year and summer programs. These	If you have questions, contact: Evelyn Sitterson, MDE/OSI, sittersone@michigan.g ov; 517-373-6066.

Characteristic Name	Description	Additional Information
	data are provided by the Michigan Department of Education, Office of School Improvement.	
MME Test Center Status	The Office of Educational Assessment and Accountability at MDE gets an initial file from ACT to update this field. Subsequently, OEAA receives periodic updates from ACT until testing begins. 0 = Not an ACT approved school. 1 = ACT Approved Testing School 2 = ACT Approved Testing School, Accommodations Only Each Michigan Merit Exam administration school is required to be approved by ACT for testing. Each year this characteristic needs to be reset to zero on all schools.	If you have questions, contact: Peg Manning, MDE/OEAA, manningp1@michigan .gov; 517-373-0893.
NAEP Study Participation	This characteristic is set by the MDE/OEAA and denotes those entities that are a part of the National Assessment of Educational Progress study during a particular period of time.	If you have questions, contact: Paul Stemmer, MDE/OEAA, stemmerp@michigan. gov; 517-241-2360.
NCES District Code - National Center for Education Statistics	These 7-digit codes are assigned by the U.S. Department of Education, National Center for Education Statistics, and used for reporting educational data. This field displays the 7-digit school identification number. The first 2 digits of the 7-digit federal school district ID identify the state and the last 5 identify the federal district ID. Put together, they make a 7-digit unique ID code for each school district. These data are uploaded by the Department of Information Technology.	If you have questions, contact: Carol Jones, CEPI, cepi@michigan.gov; 517-335-0505, option 3.
NCES School Code - National Center for Education Statistics	These 12-digit codes are assigned by the U.S. Department of Education, National Center for Education Statistics, and used for reporting educational data. This field displays the 5-digit school identification number. When combined with the NCES Federal School District ID, the two codes comprise a unique 12-digit code for each school. The first 7 digits of the 12-digit federal school ID are the federal district ID, and the last 5 are the federal school ID. These data are uploaded by the Department of Information Technology.	If you have questions, contact: Carol Jones, CEPI, cepi@michigan.gov; 517-335-0505, option 3.
Non-Instructional Ancillary Functions	This is a summary of the non-instructional functions designated by the EEM authorized user for this entity. This characteristic is derived by the system based	If you have questions, contact CEPI: cepi@michigan.gov;

Characteristic Name	Description	Additional Information
(Summary)	upon data submitted by the entity authorized user. One or more of the following may be designated: Code - Function 01 - Administrative Support 02 - Transportation 03 - Plant/Facilities Maintenance 04 - Food Service 05 - Communication/Media 06 - Sports/Recreation 07 - Health Services 08 - Family/Community Center 09 - Professional Training Center 18 - Agriscience/Natural Resources Education Center 19 - Treatment Center 99 - Other	517-335-0505, option 3.
Official Name of Entity	This characteristic denotes the official or legal name of the entity. For example, the official name of Royal Oak Schools is the School District of Royal Oak. Note: In order to change the Official Name of a School District (LEA or PSA), a copy of the Board of Education Minutes at which the name change was approved must be forwarded to the Educational Entity Master administrator at CEPI. Other name changes may be requested. All must be approved.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Phone Extension	This characteristic is the extension of the main telephone number of the entity or of one of the contacts.	Contact: Local authorized user. If you have other questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Phone Number	This characteristic is the main telephone number of the entity or of one of the contacts.	Contact: Local authorized user. If you have other questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Regional Educational Media Centers	Designates the Regional Code assigned by the REMC Association of Michigan to this entity. These data are provided by REMC and uploaded by the Department of Information Technology. REMC Web site: http://www.remc.org/remcs.php	If you have questions, contact: Erik Drake, REMCAM, edrake@inghamisd.or g, 517-244-1479.

Characteristic Name	Description	Additional Information
Religious Denomination Name (Code)	This characteristic reflects the codes for the list of organized groups of religious congregations collected by the Michigan Department of Education, Bureau of School Finance and School Law, Home School/Nonpublic School Office. 01 African Methodist Episcopal 02 Amish 03 Assembly of God 04 Baptist 05 Brethren 06 Christian School International (CSI) 07 Christian Scientist 10 Calvinist 11 Christian (no specific denomination) 12 Church of God 14 Church of God in Christ 15 Disciples of Christ 16 Episcopal 17 Evangelical Lutheran Church in America 18 Free Methodist 30 Friends 31 Greek Orthodox 32 Islamic 33 Jewish 34 Latter Day Saints 35 Lutheran Church - Missouri Synod 36 Lake Region Conference of Seventh-Day Adventist 38 Montessori 39 Muslim 40 Mennonite 41 Methodist 42 Pentecostal 43 Presbyterian 44 Roman Catholic 45 Seventh-Day Adventist 46 Wisconsin Evangelical Lutheran Synod 50 Unaffiliated - Private Secular 51 Unaffiliated - Religious	If you have questions, contact: Wanda Bazzett, MDE, bazzettw@michigan.g ov, or call 517-373-1833.
Cahaal Frank and	60 Other denomination 99 Unknown	
School Emphasis	This is a required field for public entities. School Emphasis is collected for the Educational Data Exchange Network (EDEN) and Common Core of Data (CCD) for federal reporting. Each school or	ONE characteristic(s) is chosen by the entity authorized user and validated by Carol

Characteristic	Description	Additional
Name	Unique Education Provider must choose ONE of the following: General Education (called regular school in EDEN/CCD): A public elementary/secondary school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum. Vocational/Career and Technical Education (CTE), called vocational education school in EDEN/CCD: A school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations. Special Education - A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities. Alternative Education - A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education. Reportable Program - A program within a school that may be self-contained, but does not have its own principal. For example, the school includes a magnet program that must be reported separately to meet the requirements of the Civil Rights Data Collection.	Information Jones, CEPI, for EDEN/CCD reporting. If you have questions, contact: Carol Jones, CEPI, cepi@michigan.gov; 517-335-0505, option 3.
School Type	This characteristic is used for reporting the number of each type in the state and used for federal reporting in Education Data Exchange Network (EDEN) as well. It will be included in the EEM but will not be displayed at this time. It will be derived from EEM data submitted by entity authorized users. Elementary: An administrative unit including any single grade K- 6 or combining of grades from Retention/Developmental K to fifth or sixth grade, or sometimes up to eighth. (MDE) Middle/Junior High: An administrative unit including any single grade or combination of grades usually from fifth grade through ninth grade. (MDE)	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3. This characteristic is expired in the current EEM.

Characteristic Name	Description	Additional Information
	Secondary: An administrative unit including any single grade or combination of grades from ninth grade through twelfth grade. (MDE)	
School Type Classification	Expired characteristic not currently used in the EEM.	
Schools of Choice Offered	The schools of choice provisions in Section 105 and 105c of the State School Aid Act are designed to allow local school districts to enroll nonresident students and count them in membership without having to obtain approval from the district of residence. Each local school district decides whether or not it will participate in schools of choice under Section 105 and/or 105c. Web site: http://www.michigan.gov/mde/0,1607,7-140-6530_30334-106922,00.html	DEACTIVATED as it is included in Educational Settings. If you have questions, contact: Greg Olszta, MDE/OSI, olsztag@mi.gov, 517-241-4715
Shared Educational Entity Flag	This characteristic will indicate whether or not this entity is a Shared Educational Entity. More than one district has formed a business relationship with other districts to offer educational services (e.g., alternative education). This does not refer to all school district consortia, but rather educational entities that are combined for educational purposes. When this characteristic is "checked," members should be listed on the Members index tab at the bottom of the screen.	If you have questions, contact CEPI: cepi@michigan.gov; 517-335-0505, option 3.
Shared Time Status	This characteristic is set by a CEPI School Data Specialist. This characteristic is for federal reporting and is an indication that a school offers vocational/technical education or other educational services in which some or all students are enrolled at a separate school of record and attend the shared time school on a part-time basis. This particular characteristic does NOT refer to the shared-time status between nonpublic and public schools.	If you have questions, contact: Carol Jones, CEPI, cepi@michigan.gov, or call 517-335-0505, option 3.
Strict Discipline Academy	Public School Academy Districts/Schools that are organized under MCLA 380.13111b-1311l.	If you have questions, contact: Kim Sidel, MDE/OSI-PSA, sidelk@michigan.gov, or call 517-373-3345.
Title I Status	This characteristic is completed with either Schoolwide or Targeted Assistance if the entity has "Y" for Title I. The data are provided by the state of Michigan.	If you have questions, contact: Becky Pennington, MDE/OSI, penningtonb@michiga n.gov, 517-373-4006;

Characteristic Name	Description	Additional Information
		Judy Thelen, MDE/OSI, thelenj8@michigan.go v, 517-335-1266.
Title I Fund Recipient	This characteristic denotes whether or not the entity is receiving Title I funds. The data are provided by the state of Michigan.	If you have questions, contact: Becky Pennington, MDE/OSI, penningtonb@michiga n.gov, 517-373-4006; Judy Thelen, MDE/OSI, thelenj8@michigan.go v, 517-335-1266.
Title I Status Date	This characteristic denotes the effective date of the Title I status. The data are provided by the state of Michigan.	If you have questions, contact: Becky Pennington, MDE/OSI, penningtonb@michiga n.gov, 517-373-4006; Judy Thelen, MDE/OSI, thelenj8@michigan.go v, 517-335-1266.
Title IV Institution Code Number	Not currently in use. 5/30/08	
Urban High School Academy	Public School Academy Districts/Schools that are organized under MCLA 380.521-529.	If you have questions, contact: Kim Sidel, MDE/OSI-PSA, sidelk@michigan.gov, or call 517-373-3345.
View State Assessments	This is a link to external state student assessment reports.	If you have questions, contact: Office of Educational Assessment and Accountability (OEAA), meap@mi.gov; 877-560-8378 or 517.373.8393.
Web Site Address of Entity	This characteristic denotes the Web site for this entity. There may be more than one listed.	Contact: Local entity authorized user or entity personnel listed.